

**Budget Years 2023-24 & 2024-25**

**City & County of  
San Francisco**

**Mayor's Policy Instructions  
&  
Controller's  
Technical Instructions**

December 20, 2022

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# Budget Schedule

Date	Item
Wednesday, December 14, 2022, to Thursday December 15, 2022	Budget system (BFM) virtual training sessions on Microsoft Teams. Available in the Employee Portal eLearning after this!
December 20, 2023	BFM opens to Departments.
January 2022	Optional 1:1 training sessions with BAD analysts and their own departments.
Friday, January 20, 2023	<p>Technology Project Proposals due to COIT through SharePoint for all IT projects greater than \$100,000.</p> <p>GFS capital and NGFS Capital projects that go through CPC are to be submitted in the budget system.</p>
<p>Tuesday, February 21, 2023</p> <p>5 PM</p>	<ul style="list-style-type: none"> <li>. Charter-mandated due date for all departments to submit their budgets. All forms should be submitted to the Mayor’s Budget Office (MBO) and to the Controller’s office electronically, as <b>both PDFs and in Excel</b>.</li> <li>. Links to department budget submissions will be posted online on the City’s budget website, <a href="https://sf.gov/topics/budget">https://sf.gov/topics/budget</a> per ordinance 191072.</li> <li>. Fleet requests are due to MBO and City Administrator’s Office through budget forms</li> <li>. Non-fleet equipment requests are due through budget forms to MBO</li> <li>. All non-General Fund Support capital projects funded should be loaded by departments into the budget.</li> </ul>
Monday, May 1, 2023	All budget-related legislation due to the Mayor’s Office, aka “trailer” legislation such as fee legislation.
Thursday, June 1, 2023	Mayor's Proposed Citywide Budget is introduced to the Board of Supervisors.
Friday, July 28, 2023	Last day for Board of Supervisors to adopt the two-year budget.
Friday, August 25, 2023	Department Budget Certification Letters are due to the Controller and Mayor.

**FY 2023-24 and 2024-25 Key Dates for Department Budget Development:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 JANUARY	2 HOLIDAY	3 <i>Subsetting request due by noon</i>	4	5 <i>Subsetting request due by noon</i>	6	7
8	9	10 <i>Subsetting request due by noon</i>	11	12 <i>Subsetting request due by noon</i>	13	14
15	16 HOLIDAY	17 <i>Subsetting request due by noon</i>	18	19 <i>Subsetting request due by noon</i>	20 <i>COIT and Capital proposals are due by 5 pm</i>	21
22	23	24 <i>Subsetting request due by noon</i>	25	26 <i>Subsetting request due by noon</i>	27	28
29	30	31 <i>Subsetting request due by noon</i>	1 FEBRUARY	2 <i>Subsetting request due by noon</i>	3	4
5	6	7 <i>Subsetting request due by noon</i>	8	9 <i>Subsetting request due by noon</i>	10	11
12	13 <i>Subsetting request due by noon</i>	14 <i>Subsetting request due by noon</i> <b>LAST DAY TO REQUEST NEW PSOFT CODES</b>	15 <i>Subsetting request due by noon</i>	16 <i>Subsetting request due by noon</i>	17 <b>LAST Subsetting request - due by noon</b>	18
19	20 HOLIDAY	21 <i>Department's budget submission is due to the Mayor and Controller's Offices by 5 pm</i>	22	23	24	25

# Department Budget Submission Checklist

To be completed by: All departments.

Instructions: Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

**Department Name:** \_\_\_\_\_

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
  - Proposed GF target reductions**
  - Department Budget Summary:** Completed "Form 1B: Department Budget Summary". The submission includes a copy of report # 15.50.012.
- Revenue Report:** Completed "Form 2A: Revenue Report." (15.30.005 Snapshot Comparison)
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes." (15.30.005 Snapshot Comparison)
- Deappropriations from prior years' budget** – indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A
- Position Changes:** Completed "Form 3B: Position Changes." (15.30.004 Position Snapshot Comparison)
- Equipment & Fleet:** New General Fund Equipment (Form 4A) and Fleet Requests (Form 4B) to be made in BFM.
- Minimum Compensation Ordinance:** By checking this box, the department confirms that the effects of the MCO in contracting have been considered as part of the budget submission. (See p. 9)
- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing and new Prop Js.
- Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing Report from BFM Reporting.
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect any proposed position changes.
- New Legislation:**
  - Included draft legislation that department would like to submit with the budget; or,
  - Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by 3/31/23 and final submission by 5/1/23.
- Other Requests:** Submitted requests for the following items:
  - COIT (through separate forms – see page 31 of these instructions)
  - Capital – CPC funded capital requests are made through the budget system, BFM by 1/20/23.

**For Chief Financial Officer/Budget Manager:**

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are included in my department's budget submission or have been submitted through the proper online forms.

**Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

# Introduction – User Guide

This document contains the Mayor's Office policy instructions, technical instructions, and submission forms for preparation of the FY 2023-24 (BY) and FY 2024-25 (BY+1) budgets.

The document is divided into five major parts:

**Section I – New Instructions:** Outlines key changes to look for in this year's instructions.

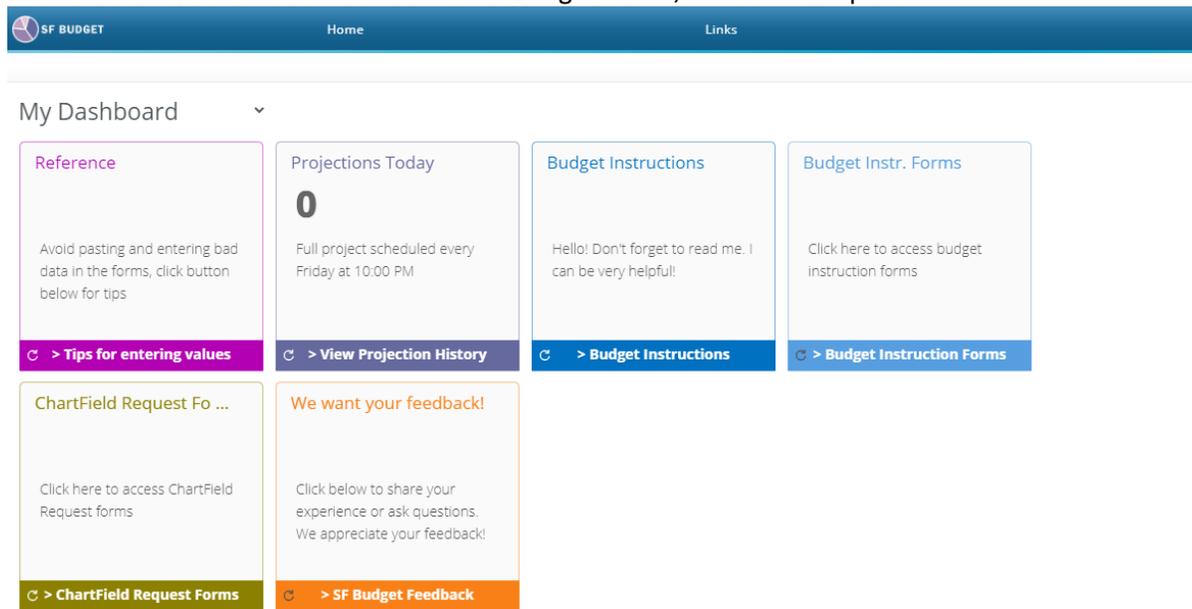
**Section II - Mayor's Office Policy Instructions:** Outlines the Mayor's Office policy instructions for the development of the budget.

**Section III - Budget Submission Forms and Instructions:** Provides the required budget forms.

**Section IV - Technical Instructions:** Outlines the organization of the budget process and highlights changes from last year's budget instructions.

**Section V - Appendices:** Provides additional policies, processes, and forms to help departments complete budget submissions.

Looking for more information? Go to the Budget System home page, Budget Formulation & Management (BFM), for electronic versions of Instructions and Budget forms, and other helpful links:



For questions concerning the Mayor's Office Policy Instructions, contact your department's analyst in the Mayor's Budget Office. For questions concerning technical guidance and/or using the budget system, contact your department's analyst in the Controller's Budget Office. Your department's designated analysts in the Mayor's Budget Office, Controller's Budget Office, and Controller's Accounting Operations fund accountants are listed in Appendix I at the end of this document.

# New Instructions & Key Reminders

## Changes to Instructions

**Form 1A updates:** Form 1A has been updated to include language that describes how departments' proposals will meet the general fund targets and what current year positions and vacancies are reflected in the final budget submission. Given this budget cycle's focus on maintaining core service delivery while meeting target, these questions seek to understand how departments are prioritizing current operations while making responsible adjustments.

**Form 2B update:** *New! In the FY 2023-24 and FY 2024-25 budget cycle, the Controller's Office will be using Form 2B as the basis for its annual fee certification process. We will certify fee levels by April and May of each year, in parallel with the compilation of the Master Fee Schedule, so that changes in the fee levels can be fully reflected in the revenue budgets. Please carefully read the related updates in the instructions for the updated form 2B.*

**Department Request Stage Use of 519010 Account** –Departments will need to remove use of the 519010 account in their proposed budgets, as this is reserved for Controller's Office balancing. Amounts budgeted in this account code in department submissions will be considered errors and corrections will be made. The alternative "fringe adjustments" balancing account 519990 may be used by departments if absolutely needed.

**Departments with Fixed Two-Year Budgets:** FY 2023-24 is the second year in the two-year fixed budget cycle for the Airport, Port, San Francisco Public Utilities Commission, and Municipal Transportation Agency. In this second year, these departments will adjust their budgets to accommodate updates made by the Controller's Office, such as those to Salary and Fringe Benefits, at a minimum. These fixed-budget departments may adjust other expenditures and revenues to absorb these changes, and/or may make additional amendments to their budget. Net increases to the bottom line will require Board of Supervisors approval. Additionally, positive or negative changes in the FY 2023-24 revenues and expenditures greater than 2.5% in general fund supported funds and 5% in non-general fund supported funds, even when staying within the prior approved bottom line, will require Board of Supervisors approval. These incremental changes will be brought to the Board of Supervisors with the Mayor's Proposed June 1st budget via a supplemental appropriation ordinance.

## System Access

For more information on system access as a new user, please refer to Appendix B below.

## Key Reminders

**Revised Budget Forms and Checklist:** Several adjustments were made to the prior year's budget submission forms to better help explain the major changes submitted in each department's budget proposal.

**Form 1A** (Summary of Major Changes) asks specific questions about changes in the departmental budget submission, prompting departments to provide a high-level budget narrative with a focus on how departments plan to meet target reductions.

**Employee Recognition costs** – Employee recognition costs should be budgeted in account 523050-Employee Recognition

**Forms 2A** (Revenue Report), **3A** (Expenditure Changes), and **3B** (Position Changes) are completed by running an audit trail report after completing budget entries in BFM, filtering on the appropriate Account Level 5 for revenue, and providing a brief explanation for each change.

**Form 2B** (Fees and Fines) for all existing fees, fines, and service charges, and **Form 2C** (Fee Cost Recovery) for any new or modified fees, fines, or service charges (see Mayor’s Policy Instructions for more information on appropriate fees and fines).

**Prop J Forms for BY** are required for recurring or new requests to contract out work previously done by City workers or that could be done by City workers. The Airport, SFMTA, SF Public Utilities Commission and Port have approved Prop Js for the second year of their two-year cycle, the upcoming BY, FY 2023-24 and do not need to resubmit these unless there have been changes since last year’s approved analyses.

**Supporting documentation** should be included, as a reminder, including Department Total Budget Historical Comparison (including budget summary report #15.50.012), Department - IDS Form Balancing Report, organizational charts, and new proposed legislation (draft language or summary of intended legislation is acceptable prior to submitting final legislation by May 1, 2023).

Chief Financial Officers or Budget Managers must complete and submit the “**Department Budget Submission Checklist**” as a cover sheet to their department’s submission. This checklist should be included in the department’s electronic and physical submissions and is available in the “Budget Submission Forms and Instructions” section.

**Department Budgets Posted Online:** In addition to electronic copies of budget submissions, departments must also post their budget submission online. The Controller’s Office will post departments’ budget submissions on the SF Budget Website, <https://sf.gov/topics/budget>. Departments will also be required to post their FY 2023-24 and FY 2024-25 budget priorities, public meeting dates and materials, and department phase budget submissions on their own department websites.

**Department Hearings:** In accordance with the adopted Budget Approval Process legislation ([Administrative Code Section 3.3](#)), most departments need to hold one public meeting for public input on their departmental budget priorities after the Mayor issues budget instructions in December, and one hearing at least 15 days later and no later than February 14, to solicit public input on their budget submissions. Links to the date of these hearings and department budget submissions shall be posted on the Controller website <https://sf.gov/topics/budget>.

**Interdepartmental Services (IDS) Balancing report:** Enterprise Planning BFM Reporting contains a report containing both the performing and requesting department’s budgeted interdepartmental services. The report is under the Balancing tab, titled “Department – IDS Form Balancing Report.”

**Minimum Compensation Ordinance:** When preparing proposed budgets and requests for supplemental appropriations for contract services, City departments that regularly enter into agreements for the provision of services by nonprofit organizations shall transmit with their proposal a written confirmation that the department has considered in its calculations the costs that the Nonprofit Corporations calculate that they will incur in

complying with the Minimum Compensation Ordinance. Please indicate that your department has considered this by checking the MCO box in the Department Budget Submission Checklist to be returned with your budget submission.

**Equipment Titles:** All budgeted pieces of equipment must have unique, descriptive, and specific titles. Equipment titles cannot be generic or encompass a broad variety of uses. Any title that is found to be generic will be required to be changed.

**New User Forms:** The online SF Budget System Access Request form to request access to the budget system is available in SF User Support, <https://sfemployeeportalsupport.sfgov.org/support/catalog/items/213>. Supervisors must select the appropriate role for the user, include proof of completion of the required trainings for the requested role, and submit this ticket to indicate approval of the request. New budget system users will gain access after completion of the required training has been verified by CON-Systems and the SF Budget System Access Request has been reviewed by the Controller's Office Budget and Analysis Division. Please note that the Safari browser on Mac is **not** supported by BFM. Users must use Chrome, Firefox, or Microsoft Edge to access BFM.

**Equipment and Fleet Requests:** Budget requests will be submitted as a Budget Form in the budget system with Department budget submissions. New GFS requests and changes to the existing GFS approved equipment budget in FY 2023-24 will not be part of the total \$ amount in department budget submissions, and will not be visible in eturns.

**Capital Request Coding Information:** PeopleSoft chart fields are required with your non-Capital Projects Committee (CPC) and Non-General Fund Capital Budget request submissions. Placeholder codes *are available* for new CPC project requests. Chartfields for existing projects will be prepopulated in BFM's capital request forms but new project requests that are funded will ultimately require new codes. Please be sure to review this change in the Capital Budget requests instructions below.

**Organizational Charts:** Departments are reminded that organizational charts are due to the Mayor's Budget Office with their budget submission. This should include a high-level chart that shows only major departmental structures, as well as charts for all major divisions down to the job classifications, with indication of if the position is filled or not. Any proposed position changes within the budget submission should be reflected in these organizational charts. Departments must clearly indicate which positions reflect proposed changes on their organizational charts.

**Policy for Restoring Items Rejected by the Mayor or the Board of Supervisors** Pursuant to San Francisco Charter Code Section 9.113(c) and Administrative Code section 3.18, "in the event the Mayor or a member of the Board of Supervisors recommends a supplemental appropriation ordinance after the adoption of the budget for any fiscal years and prior to the close of the fiscal year containing any item which had been rejected by the Mayor in his/her review of departmental budget estimates for the fiscal year or which had been rejected by the Board of Supervisors in its consideration of the Mayor's proposed budget for the fiscal year, it shall require a vote of two-thirds of all members of the Board of Supervisors to approve such supplemental appropriation ordinance."

This provision applies to an entire supplemental appropriation ordinance when the Mayor or the Board of Supervisors reduces expenditures in a department's budget after the department phase of the budget.

**Departments should be aware of this provision before increasing budget appropriations that could be subsequently reduced in Mayor or Board phase.** Should a department adjust appropriations and have these funds reduced in a subsequent phase, adjustments to restore the appropriation during the budget year will require the approval of two-thirds of the Members of the Board of Supervisors. For example, if materials and supplies expenditures are decreased during the Board phase of the BY budget in a department, and then during BY that department wishes to restore some of that decrease, 2/3 of the members of the Board of Supervisors will need to approve the supplemental appropriation containing that materials and supplies budget restoration. Departments

are always welcome to discuss potential increases with their Mayor’s Budget Office Analyst ahead of loading in BFM.

Please note that reductions proposed by *departments*, by inclusion in the department budget submission, and accepted by the Mayor and Board of Supervisors, would not require a two-thirds vote if subject to a supplemental appropriation ordinance to restore that reduction after the budget is approved and enacted.

**Children’s Baseline:** Children’s baseline spending is tracked by using the Activity Type embedded in the Activity Chartfield. Children’s baseline, formerly known as FAL in FAMIS, is coded as Activity Type 00008, and Transitional-aged youth baseline, formerly FAY, is coded as Activity Type 00009.

**November 2018 Proposition C Our City Our Home (OCOH) Baseline:** The OCOH baseline spending is tracked by using the following Activity Types embedded in the Activity chart field. **Please do not reallocate existing baseline budget in these Activity Types to other Chartfields.**

ACTIVITY_TYPE	DESCR	Full Activity Type Description
00010	Permanent Housing – General	Permanent Housing – General
00011	Perm Hsg ShortTerm RentSubsidy	Permanent Housing – Short Term Rental Subsidies
00012	Perm Hsg Homeless Youth 18-29	Permanent Housing – Homeless Youth 18 - 29
00013	Perm Hsg Homeless Families	Permanent Housing – Homeless Families Children < 18
00014	Homeless Shelter	Homeless Shelter
00015	Homelessness Prevention	Homelessness Prevention
00016	Mental Health	Mental Health
00017	Perm Hsg – General & Children	Permanent Housing – General & Children's Baseline
00018	Perm Hsg STRentSubsidy&Children	Permanent Housing – Short Term Rental Subsidies & Children's Baseline
00019	Perm Hsg HomelessYouth&Childrn	Permanent Housing – Homeless Youth 18 - 29 & Children's Baseline
00020	Perm Hsg HomelessFams&Children	Permanent Housing – Homeless Families Children < 18 & Children's Baseline
00021	Homeless Shelter & Children	Homeless Shelter & Children's Baseline
00022	Homelessness Prev & Children	Homelessness Prevention & Children's Baseline
00023	Mental Health & Children	Mental Health & Children's Baseline
00024	Permanent Housng General & TAY	Permanent Housing – General & Transitional Aged Yth Baseline
00025	Perm Hsg ST Rent Subsidy & TAY	Permanent Housing – Short Term Rental Subsidies & Transitional Aged Yth Baseline
00026	Perm Hsg Homeless Youth & TAY	Permanent Housing – Homeless Youth 18 - 29 & Transitional Aged Yth Baseline
00027	Perm Hsg Homeless Family & TAY	Permanent Housing – Homeless Families Children < 18 & Transitional Aged Yth Baseli
00028	Homeless Shelter & TAY Baselin	Homeless Shelter & Transitional Aged Yth Baseline
00029	Homelessness Prevention & TAY	Homelessness Prevention & Transitional Aged Yth Baseline
00030	Mental Health & TAY Baseline	Mental Health & Transitional Aged Yth Baseline

**BFM Budget Submission Button:**

Please do not click the “Submit” button in the BFM forms, as no action in the system is tied to that button.

**Budget Submission:** Please submit an electronic copy of your budget submission to the Mayor’s Budget Office and Controller’s Office Budget and Analysis Division. You must submit **all forms as both PDF and excel**. Budget submissions will be posted on the City’s budget website <https://sf.gov/topics/budget>. Please do not send only an excel submission, as you will be asked to resubmit as a legible PDF, and in the interim there will not be a budget submission posted on the budget website.

**Deappropriations in the budget** – It is not recommended that the deappropriations are entered in the budget, as they require additional Controller’s Office review. Departments that do submit deappropriations from prior year budgeted items in the upcoming AAO must identify these when submitting their budgets, including justification. Prior Year de-appropriations require Controller’s Office review and may not be approved.



# Interdepartmental Services Balancing and Entries

The Controller’s Office and the Mayor’s Office require departments to balance all discretionary (non-centrally loaded) interdepartmental services (IDS) and agree on IDS *prior* to their budget submissions on February 21, 2023. BFM Reporting contains a report with both the performing and requesting departments’ budgeted work order items. Department staff on each side of the work order, that is both the requesting and the performing sides, can see what the other side has entered in the budget in real time.

**Interdepartmental Services:** Departments shall contact and reach agreement with all departments with whom the department has a discretionary IDS relationship that is not centrally loaded by the Mayor’s and Controllers’ Budget offices. Departments must ensure that budget submissions for sending, receiving, and expenditure authority are agreed to and balanced across both departments.

**Centrally Loaded Citywide Interdepartmental Services (IDS):** Departments can **not** adjust citywide IDS that are loaded centrally by the Mayor’s and Controller’s Offices in Mayor phase. The following list of IDS accounts and other citywide budget entries **cannot be adjusted by departments in BFM**. These budget items are centrally loaded through separate BFM forms that are inaccessible to departments. The Mayor’s Budget Office will review the budget values in the Base Budget and update if needed during the Mayor phase.

If a department would like to request an increase in the amount of service provided through one of the centrally loaded IDS below, **adjustments must be discussed with the performing department well before budget submission at the end of February but these will not be entered in BFM during the Department Phase**. The requesting department must be able to afford this increase without increasing their General Fund support.

If any questions remain on these IDS changes, please contact your Mayor’s Budget Office analyst.

## Centrally Loaded Interdepartmental Services

Type of Interdepartmental Services	Account Code and Title
ADM - Fleet	581710 Is-Purch-Centr Shop-AutoMaint
	581740 Is-Purch-Centr Shop-FuelStock
ADM - Real Estate	581065 ADM-Real Estate Special Svcs
	581083 ADM-Real Estate 49 SVN Rent
	581084 ADM Permit Center
	581410 GF-GSA-Facilities Mgmt Svcs
	581650 Leases Paid to Real Estate
	581860 GF-Real Estate Service
ADM - Contract Monitoring	581890 GF-Rent Paid to Real Estate
	581500 GF-Human Rights Commission
ADM - Risk Management	581170 GF-Risk Management Svcs (AAO)
	581920 GF-HRc Surety Bond
ADM - Reprographics	581820 Is-Purch-Reproduction
ADM – Contract Administration	581750 GF-Purch-General Office
PUC - Public Utilities Commission Rates	581051 GF-PUC-Light Heat & Power
	581063 PUC Sewer Service Charges
	581064 Ef-PUC-Water Charges
DHR - Human Resources	581430 GF-HR-Equal Emplmnt Opportunities

	581460 GF-HR-Workers' Comp Claims 581480 GF-HR-Employee Relations 581015 Human Resources Modernization (new) 581016 Diversity Equity Inclusion (new)
<b>DTIS - Department of Technology</b>	581210 DT Technology Infrastructure 581360 DT Telecommunications Services 581280 DT SFGovTV_ 581325 DT Enterprise Tech
<b>CON - Controller's Office</b>	581130 GF-CON-Internal Audits 581245 GF-CON-Information System Ops 581620 GF HR Mgmt Benefits Admin Sys

**Other Centrally Loaded Citywide Budget Entries:** As shown in the table below, departments **cannot** load budget entries for General Fund items such as debt service on General Fund Certificates of Participation; equipment lease finance program costs; General Fund capital; General Fund equipment expenses; COIT General Fund projects; Full Cost Plan (similar to COWCAP) expenses; and the expenses as noted below. These are loaded centrally by the Mayor's or the Controller's Offices in the Mayor phase of the budget process through separate BFM forms that are inaccessible to departments.

**NEW:** 581750 GF-Purch-General Office: This interdepartmental service will be treated as a citywide interdepartmental service. Departments should **not** adjust this interdepartmental service during the Department phase. The Mayor's Budget Office has been working with the City Administrator's Office (ADM) to transition the budget for the Office of Contract Administration (OCA) to a work-order recovery model. This interdepartmental service model is based on each department's share of Chapter 21 spending and contract workload (i.e., contracts, waivers, term contracts, and requisitions) handled by OCA. The City Administrator's Office will communicate to departments about changes and final costs will be loaded into departmental budgets during Mayor phase.

However, departments must enter general fund capital requests in BFM forms **Capital Project-Activity and Capital - Department Request - CPC GFS (7900)**, which are located under the Capital menu in BFM. In addition, departments must also enter non-general fund capital requests that require Capital Planning Committee (CPC) staff review into BFM form **Capital - Department Request - CPC NGFS + (7200)**, which is also located under the Capital menu in BFM. These two capital requests route to CPC for review in BFM and are **not** part of the department's budget submission.

Type of Centrally Loaded Citywide Entry	Account Code and Title
<b>Debt</b>	Account roll-up 5700—Debt Service (Note that some debt service is also budgeted in 530110 Property Rent and 530410 Base Rent-Debt Svc-Bldg-Struct)
<b>Capital</b>	Account roll-up 5600—Capital Outlay (Includes Equipment) Account roll-up 5610—Facilities Maintenance Account roll-up 5690—Carryforward budgets Only
<b>COIT</b>	Please refer to "Technology Project Proposals" instructions below
<b>Full Cost Plan</b>	460198 Recovery General Govt Cost 520010 Indirect Cost reimbursement
<b>Health Service System-</b>	515510 Health Service-City Match
<b>Retiree Health Costs</b>	515610 Retiree Health Care Trust Fund Subsidy

Budget entries for **Non-General Fund** capital that does not require review and approval by CPC; **Non-General Fund** debt, and **Non-General Fund** equipment *should* be loaded in Department phase in their respective BFM forms that are accessible to departments:

3. **Capital – Dept Request – Non-CPC (7300)** for **Non-General Fund** capital that does not require review and approval by CPC;
4. **Debt Service – Dept (3300)** for **Non-General Fund** debt; and
5. **Equipment – GFS (7000)** for **Non-General Fund** equipment.

## Departments with Fixed Two-Year Budgets

The Airport, Port, PUC and SFMTA have fixed two-year budgets during the FY 2022-23 through FY 2023-24 budget cycle.

**Departments with Fixed Two-Year Budgets:** FY 2023-24 is the second year in the two-year fixed budget cycle for the Airport, Port, San Francisco Public Utilities Commission, and the Municipal Transportation Agency. In this second year, these departments will adjust their budgets to accommodate updates to Salary and Fringe Benefits made by the Controller’s Office, at a minimum. These fixed budget departments may adjust other expenditures and revenues to absorb these changes, and/or may make additional amendments to their budget. Positive or negative changes in FY 2023-24 revenues and expenditures greater than 2.5% in general supported funds and 5% in non-general support funds will bring their changes to Board of Supervisors with the Mayor’s Proposed June 1<sup>st</sup> budget via a supplemental appropriation ordinance.

Additionally, changes that exceed existing surplus transfer and TX rules will require Board of Supervisors approval. For example, if the total level of expenditure appropriations is not changing and instead appropriations are adjusting *within the same total budget (aka line items)*, expenditure appropriations may increase by up to 10% at the level of appropriation control. This is the same process departments currently use during the course of the fiscal year after budget adoption, only now the budget system will be used to implement the change and interface to the financial system rather than surplus transfer forms and subsequent PeopleSoft entries. The Mayor’s Office and Controller’s Office will work with departments to determine necessary budget adjustments.

The table below highlights key elements for departments' budgeting in the second year of the two-year fixed budget:

<b>Item</b>	<b>Description</b>	<b>Action</b>
<i>Total budget increase</i>	<i>Increase expenditure authority by any \$ amount</i>	<i>Supplemental appropriation ordinance to amend the AAO to be approved by the Board of Supervisors for the increase</i>
<i>Changes of +/- 5% in revenues or expenditures (even with no bottom-line increase) in <b>Non-General Funds</b></i>	<i>Submit changes via supplemental appropriation ordinance</i>	<i>Changes made via the budget system and will be included in a supplemental ordinance appropriation to be approved by the Board of Supervisors</i>
<i>Changes of +/- 2.5% in revenues or expenditures (even with no bottom-line increase) in the <b>General Fund</b></i>	<i>Submit changes via supplemental appropriation ordinance</i>	<i>Changes made via the budget system and will be included in a supplemental ordinance appropriation to be approved by the Board of Supervisors</i>
<i>Rebalancing the budget to accommodate base budget changes</i>	<i>Rebalancing is required. Departments may increase existing expenditure lines within existing administrative guidelines. This applies to the entire budget.</i>	<i>Balancing changes made via the budget system</i>
<i>Projected revenues greater than the approved budget, but no request to increase expenditures</i>	<i>Surplus revenues may be budgeted in reserves with no increase to expenditures</i>	<i>Supplemental appropriation ordinance to amend the AAO is not required for solely budgeting surplus revenues in a 598xxx designated reserve account in order to balance.</i>
<i>New BY+1 (FY 2024-25)</i>	<i>"Shadow budget" for display purposes only.</i>	<i>Departments must balance this new BY+1 budget.</i>
<i>Prop J Analyses</i>	<i>Not required, as two-year Prop Js were approved last year.</i>	<i>Revised Prop Js should only be submitted if there are changes to last year's analyses, or new Prop Js since last year.</i>

# New Codes Instructions (Creating New Codes + Subsetting/Adding to the Budget System)

BFM only includes chartfield coding that is in use or has been in recent budget use. There are many more codes in PeopleSoft than exist in the budget system. The City employs an “add it when you need it” approach to making PeopleSoft codes accessible in the budget system. The budget system does not automatically pick up codes that are added to PeopleSoft. The manual process of making a PeopleSoft code available in the budget system is called “subsetting.”

The City refers to the process of making codes available in the budget system as subsetting because a subset of codes is taken from PeopleSoft and made available in the budget system. However, “Subsetting” is also often referred to as the process where a code may be *both* newly added to PeopleSoft and is *also* subsequently added into the budget system.

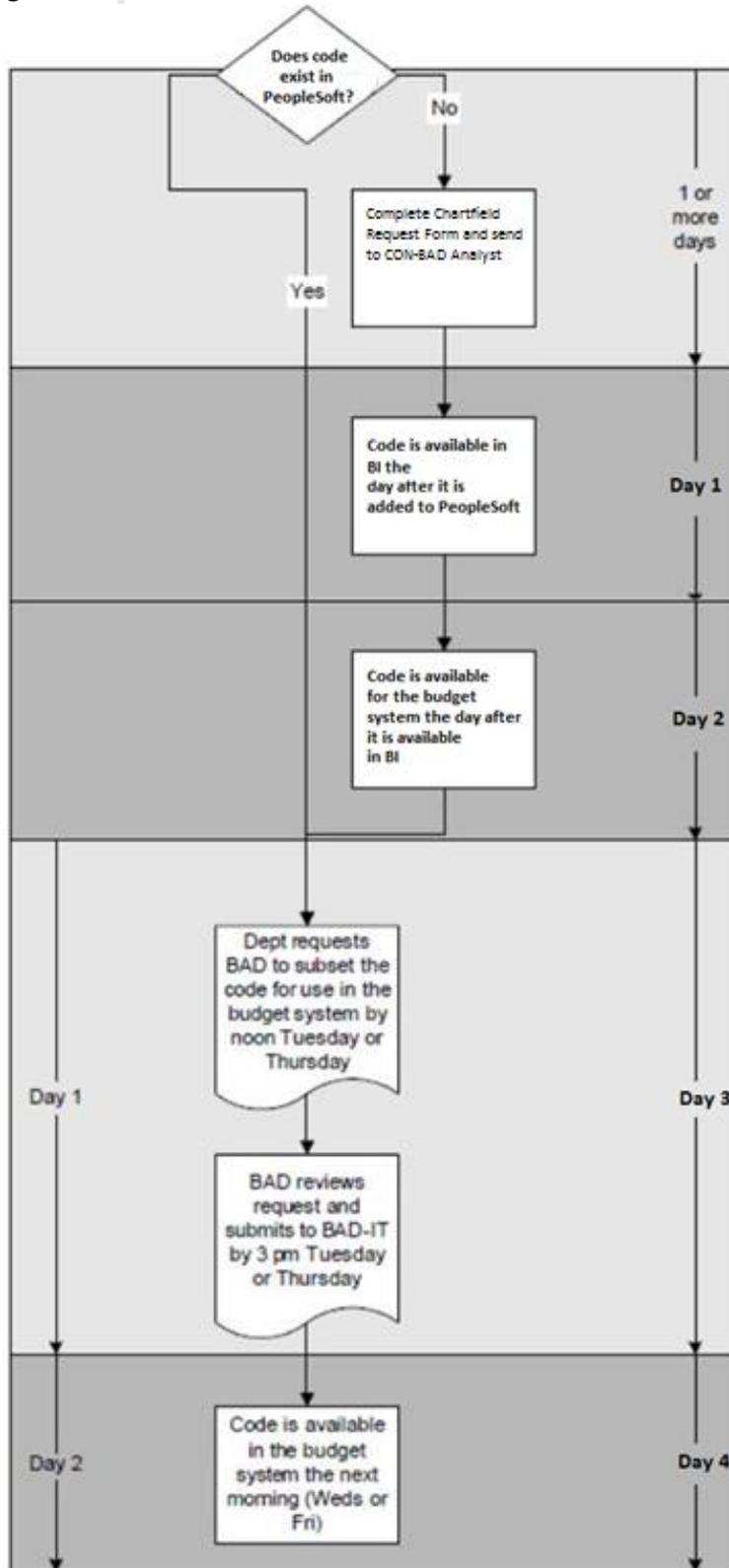
As departments build BY and BY+1 budget requests, new codes may be needed. The Controller’s Budget Office is the conduit for making these new codes available in the budget system. In order to include a code in the budget system to make related budget entries, it must first exist in PeopleSoft. **Departments should confirm that a code exists, or request it to be created in PeopleSoft, before requesting Controller’s Budget Office to subset it.** It may require 2-3 business days before the code is available in the budget system, depending on whether the code exists in PeopleSoft.

## Process:-

- The creation of new codes not yet existing in PeopleSoft nor in the budget system requires that departments first have the codes set up in PeopleSoft prior to being subset in the budget system. To begin a request, please submit the ChartField Request Forms and Subset Request Forms included in the Budget Forms [to your Budget Analyst in the Controller’s Office](#) with subject line: **“\*\*Budget Related\*\* Codes to be created in PS for BFM subset”**. **Only new codes for budgeting purposes for years FY 2023-24 and FY 2024-25 should be submitted to BAD. All other requests should be submitted to the ChartField Administrator.**
  - For new department codes, please indicate in the email whether the new department code will require a new Form ID in the forms: **Expenditure By Division (3000)** and **Revenue (5000)**.
  - For new 581XXX requesting interdepartmental services work order accounts for **discretionary, departmental interdepartmental services**, please provide a description of the new work order services so that a work reference number can be created, and please also indicate if a new form for a new department pair needs to be created in forms: IDS Requestor (8000) and IDS Provider (8100). *Note that new work order account requests require several levels of review and should be submitted early in the department phase of the process.*
- For existing codes to be subset into the BFM budget system, please submit subset requests using the Chartfield change request summary form, and associated Chartfields that are desired for entry, to your Budget Analyst in the Controller’s Office via email with subject line “Subsetting Request” so the item is addressed as soon as possible

The Controller’s Budget Office subsets on Tuesdays and Thursdays, meaning that codes new to the budget system are available on Wednesdays and Fridays. Please see the calendar in the beginning of this document for scheduled subsetting dates. The diagram on the following page illustrates the process to make a new code available in the budget system.

**Budget System Subsetting Process**



# Mayor's Office Policy Instructions

The Mayor's priorities for this upcoming budget are unchanged from prior years, and include:

- Recovery of the local economy with focus on downtown and economic core;
- Improving public safety and street conditions;
- Reducing homelessness and transforming mental health service delivery; and
- Accountability & equity in services and spending

However, the City's financial situation has changed. The Five-Year Financial Plan projects a \$200.8 million General Fund deficit for FY 2023-24 and a \$527.5 million deficit for FY 2024-25, a combined two-year deficit of \$728.3 million. This deficit is the result of reductions in the revenue outlook, the loss of one-time Federal funds, and continued escalating costs in both salaries and benefits, as well as in non-personnel spending.

	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
<i>SOURCES Increase / (Decrease)</i>	(29.2)	(24.7)	49.9	105.4	206.2
<b>Uses</b>					
Baselines	(49.8)	(96.3)	(140.9)	(177.1)	(209.9)
Salaries & Benefits	(55.0)	(169.6)	(257.7)	(364.2)	(490.7)
Citywide Operating Budget Costs	(78.5)	(199.5)	(312.8)	(409.6)	(514.9)
Departmental Costs	11.7	(37.3)	(84.0)	(146.1)	(214.9)
<i>USES (Increase) / Decrease</i>	(171.6)	(502.8)	(795.4)	(1,097.0)	(1,430.4)
<b>Projected Annual Surplus / (Shortfall)</b>	<b>(200.8)</b>	<b>(527.5)</b>	<b>(745.6)</b>	<b>(991.7)</b>	<b>(1,224.1)</b>
<b>Two Year Deficit</b>	<b>(728.3)</b>				

This outlook requires all departments with General Fund funding to make reductions to help address the shortfall. Target reductions are 5% of adjusted General Fund support in FY 2023-24 and an ongoing 8% of adjusted General Support in FY 2024-25. The Mayor's main instructions to departments follow.

**Instruction 1: Departments must reduce their General Fund support by 5% in FY 2023-24 and 8%, ongoing, in FY 2024-25.**

The current financial forecast requires departments reduce General Fund costs. General Fund departments must submit “target” reduction proposals in their budget submissions, including savings equal to 5% of adjusted General Fund support for FY 2023-24 and 8% of adjusted General Fund support for FY 2024-25 ongoing.

Departments are encouraged to find reductions by:

- Identifying alternative revenue sources
- Evaluating and right-sizing core service level needs and consolidating contracts
- Eliminating or reducing contracts and other costs for non-essential or discretionary services
- Suspending programs and initiatives that are funded in the base budget, but have not yet started
- Analyzing and determining how staffing vacancies can be used for savings

Departments are instructed to utilize Form 1A (Summary of Major Changes), and may also wish to submit a 1-2 page cover memo with their budget, to explain major changes in their budget submission, including how the department met target.

When proposing target reductions, departments should explain the impact of the reduction in clear terms. How will reductions impact departmental operations and service delivery? Will an initiative be paused or canceled? Will a program take longer to implement? How many fewer people would be served?

Non-General Fund departments are instructed to absorb all known costs increases within their proposed budget submissions by increasing revenues and/or reducing expenditures and not submit changes that have a General Fund cost.

**Instruction 2: Prioritize filling or reclassifying vacancies for core departmental functions and Mayoral priorities and propose remaining vacancies for budget savings.**

The City’s vacancy rate is historically high, but there is significant variation across departments. Departments are instructed to analyze departmental staffing needs to deliver core services, hiring trends, and timelines, and submit budgets that balance both personnel needs and budgetary challenges. Clearly explain in your budget submission how proposed personnel changes, especially in budgeted attrition, reflect the prioritization of key departmental functions and services, adjusts for current hiring trends, and help address required target reductions.

**Instruction 3: Maintain Mayoral initiatives and recommend ways to fund them more efficiently.**

Departments should strive to maintain Mayoral priorities in their budgets and recommend ways to fund them at less cost.

**Other Reminders:**

**Department submissions must focus on programs that produce meaningful and equitable results.**

The Mayor’s Office asks departments to evaluate and submit budgets that fund programs with demonstrated results and further, that attain equitable outcomes across the city. This means focusing on communities most impacted by racial, economic and social inequities and serving residents with the highest needs. Please use question 10 in form 1A to explain.

**Departments should seek public input in developing their proposed budgets in accordance with budget transparency legislation.**

Budget transparency legislation requires most departments to hold two public meetings concerning each department's proposed budget by February 14, 2023. These two meetings must be held at least fifteen calendar days apart. Departments should utilize these meetings to inform the public how their budgets reflect departmental functions and priorities and to solicit input from community members in budget development. Information about the dates of these hearings and department budget submissions will be posted on the Citywide budget website (<https://sf.gov/topics/budget>). For more information on the requirements of this legislation, including noticing and timelines, please refer to File [Administrative Code Section 3.3](#).

# Budget Submission Forms and Instructions

## Form 1A & 1B: High-Level Summary

### Form 1A: Summary of Major Changes in Department's Proposed Budget

To be completed by: All departments must complete this form. Departments with commissions should also submit a copy of the budget presentation and supporting documents given to their commission.

**Budget Year (BY) and Budget Year Plus 1 (BY+1):** Included in the Budget Instructions is reference to FY 2023-24 and FY 2024-25 as BY and BY+1 respectively.

**Prior Year (PY) and Current Year (CY):** Included in the Budget Instructions is reference to FY 2021-22 and FY 2022-23 as PY and CY respectively.

Instructions: Using Form 1A departments should respond to the 9 specific requests for information, as listed below, including specific FTE and dollar amounts where appropriate. Each of the 9 requests should have a unique answer to address the Major Changes column. This form should give a high-level narrative, explaining budget changes submitted in department phase. Forms 2A, 3A, and 3B provide the opportunity for account level notations. Form 1A specifically addresses the following:

1. **Summary.** What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. Alternatively, you may submit a 1-2 page memo with your budget submission summarizing the major changes.
2. **Target:** How did the department meet its target in each year? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction? For non-GFS departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund.
3. **Positions:** How are current year staffing levels and vacancies factored into your budget submission? What position changes is the department proposing to prioritize core service delivery while meeting the General Fund reduction target or NGF revenue reductions? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, and provide details in Form 3B.
4. **Expenditures:** What major spending changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect

core services and functions. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.

5. **Revenues:** What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.
6. **Legislation:** Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?
7. **Prop J:** Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done or that could be done by City workers.
8. **Transfer of Function:** Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.
9. **Interim Exceptions:** Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and 0.78 in BY +1)? If so, for what reason are is the request being made?
10. **Budget Equity:** How has the department considered equity in its budget submission?

## **Form 1B: Department Budget Summary**

To be completed by: All departments.

Instructions: After making all entries, please run BFM (budget system) report 15.50.012, aka "Department Total Budget Historical Comparison" in BFM Reporting and insert into budget submission.

# Forms 2A, 2B, & 2C: Sources

## Form 2A: Department Revenue Report

To be completed by: All departments.

Overview: Form 2A should reflect all revenues including state and federal revenues and grants, licenses, permits, fines and service charges. For multi-year grants, budget only the FY 2023-24 and FY 2024-25 portions of the grant award.

Instructions: This form should be submitted by running the 15.30.005c: Snapshot Comparison by Stage report, an audit trail report from the budget system. **Select stage “M2.”** Please complete budget entries before running this report. Then, filter the Account Level 5 for revenue on the report and manually copy and paste into the official budget form, ensuring the report columns and form columns align. For each line item showing a variance from base in BY and/or BY+1, provide a description of the revenue and an explanation for the change in the “Revenue Description & Explanation of Change” column. There is a formula within the Excel version of the form that can help departments identify all the submitted changes to revenue.

If there are changes in the amount of projected revenues, departments should explain historical trends or events causing the change. The explanations of existing revenue should be completed to provide revenue assumption confirmation.

If you need assistance running the 15.30.005c report, please contact your Mayor’s Budget Office or Controller’s Budget Office analyst. The Form 2A submission must be formatted appropriately so that printed copies are easily readable by the public.

**Please Note:** All proposed revenue changes are subject to Mayor’s Budget Office approval. Departments should discuss proposed revenue changes with their analysts in the Mayor’s Budget Office and the Controller’s Budget Office prior to loading into the budget system. The Controller’s Budget Office will review departmental revenue estimates and their reasonableness and submit an opinion regarding the accuracy of the economic assumptions included in the Mayor’s Proposed Budget to the Board of Supervisors. In addition, a copy of the related proposed ordinances should be forwarded to the Controller’s Budget Office.

## Form 2B: Fees and Fines

To be completed by: All departments.

Overview: San Francisco Administrative Code Section 3.7 requires departments to submit a comprehensive schedule of license and permit fees, fines, and service charges and associated revenue (except charges regulated by State or Federal law) with each year’s budget submission. This form is also known as the “Schedule of Licenses, Permits, Fines & Service Charges”.

Instructions: List each of the Department’s license, permit, fine, and service charge items in Form 2B with the details below. Please be sure to include all license and permit fees in PeopleSoft Account Level 3 4200 and 4750, fines in 4250, and charges for service in 4600.

Status:

- a) C - for continuing fees without changes for CY (except for automatic CPI adjustment, if legislatively allowed);

- b) M - for modified fees (increase or decrease); and
  - c) N - for new fees.
- 2) Brief description of the license/permit fee, fine, or service charge;
  - 3) Authorizing Code citation;
  - 4) Whether the authorizing code provides for an automatic CPI adjustment (Yes/No);
  - 5) Account, Authority, Fund, Department, Project, and Activity codes;
  - 6) Unit Basis (e.g., per year, per application, per inspection, per event, per appeal);
  - 7) Charge (per unit) in CY;
  - 8) Estimated quantity (in units) for CY;
  - 9) Budgeted Revenue for CY;
  - 10) Estimated percentage of the overall cost of the service in CY that will be covered by the current charge;
  - 11) Proposed BY and BY+1 charge (per unit);
  - 12) Estimated quantity (in units) for BY and BY+1;
  - 13) Proposed Revenue for BY and BY+1;
  - 14) Estimated percentage of the projected cost of a unit of service in BY and BY+1 that will be covered by the proposed fee (revenue may not exceed the cost of providing service);
  - 15) Date of the last increase in the fee; and
  - 16) Fee prior to last increase.

Please note that the Controller's Office will provide the CPI values for BY and BY+1 based on information published by the U.S. Department of Labor in January. Contact the Controller's Budget Office for the CPI values before submitting Form 2B.

Please ensure that new and modified fees are included on Table 1, form 2B, while continuing fees are included on Table 2, form 2B. Drop down menus have been included for your use.

**Please Note:** Each year, the Controller's Budget Office relies on submitted information to compile a Master Fee Schedule for City policymakers and other interested stakeholders. Therefore, departments must complete Form 2B in full detail. Please pay special attention to the list of fees to ensure that each fee listed is actually being collected, and that all fees being collected by the department are listed. Also, please note that the Department must certify that the proposed fee levels do not generate revenue in excess of the cost of providing the service.

Some departments have particularly complex fee schedules, making it difficult to summarize data into Budget Form 2B. In these cases, departments may submit documentation with similar fee information in lieu of Budget Form 2B.

### **Proposition 26 - Supermajority Vote to Pass New Taxes and Fees Act**

Any departments proposing to increase fees or create new fees should contact their Deputy City Attorney and Controller's Budget Office and Mayor's Budget Office analysts to ensure any proposals comply with the terms of State Proposition 26, passed on November 3, 2010, which changes the definition of a tax and imposes increased approval requirements for some rate increases.

### **Form 2C: Fee Cost Recovery**

To be completed by: Departments submitting new and/or modified fees, fines, or service charges, in BY or BY+1.

Instructions: Follow the fee change example provided in the sample form. The Mayor's Budget Office will coordinate the legislative process for all changes in fees, fines, and charges for service.

Any departments proposing to increase fees or create new fees should contact their Deputy City Attorney, Controller's Budget Office, and Mayor's Budget Office analyst to ensure any proposals comply with the terms of State Proposition 26, passed on November 3, 2010, which changes the definition of a tax and imposes increased approval requirements for some rate increases.

**Please Note:** All final budget-related legislation, including legislation to enable new fees or increases to current fees, should be submitted by departments to the Mayor's Budget Office by May 1.

With prior approval from their Mayor's Budget Office analysts, departments may consider proposed and projected increases in revenues from fees and fines to meet their BY and BY+1 General Fund Efficiency/Reduction Targets. The Controller's Budget Office will provide the CPI values for BY and BY+1 based on information published by the U.S. Department of Labor in January. Departments are encouraged to begin discussions with their Mayor's Budget Office analysts well in advance of the Department budget submission deadline, to facilitate implementation of their proposed new fee or fee modification. Departments should be prepared to discuss the structure of all new fees, as well as plans for their implementation.

Departments should ensure that any new or existing fee, fine and penalty is analyzed through an equity model. The Mayor's Office and Treasurer and Tax Collector's (TTX) Financial Justice Project have established equity criteria and alternatives for departments to consider in reviewing fees, fines, and penalties.

Alternatives to fees may include:

1. Basing the fine or fee on people's ability to pay
2. Eliminating the fine or fee and identifying alternative methods to achieve the policy goal
3. Offering accessible, non-monetary alternatives to payment, such as performing community services or receiving social services.

In examining fines, fees, and penalties, the following questions should be considered:

1. Is the fine or fee equitable? Does it impact some people harder than others? Does it exacerbate existing racial and socioeconomic disparities?
2. Is it an effective and equitable means to achieve the end policy goal?
3. What is the cost of collections relative to the revenue and policy goal?

Contact your MBO analyst or TTX's Financial Justice Project for more information and support.

# Form 3A and 3B: Uses

## Form 3A: Expenditure Changes

To be completed by: All departments.

Instructions: This form should be submitted by running the 15.30.005c: Snapshot to Current Comparison by Stage report, an audit trail report in BFM. Please complete budget entries before running this report. Then, filter the Account Level 5 for expenditures and manually copy and paste into the official budget form, ensuring the report columns and form columns align. For each line item showing a variance from base in BY and/or BY+1, provide an explanation of the “Explanation of Change,” for each Budget Year column. There is a formula within the excel version of the form that can help departments identify all the submitted changes to expenditures.

Explanations for changes in expenditures require the same information required for changes in revenues. Departments should be as precise as possible, and show all calculations used in estimating increases or decreases.

## Form 3B: Position Changes

To be completed by: All departments.

Instructions: This form should be submitted by running the 15.30.004c: Position Fringe Snapshot to Current Comparison by Stage report, an audit trail report from the BFM system. Please complete budget entries before running this report, then manually copy and paste into the official budget form, ensuring the report columns and form columns align. For each line item showing a variance in FTE and/or amount from base in BY and/or BY+1, provide an explanation for the change in the “Explanation of FTE and/or Amount Change” column. **Given the salary and fringe benefits for positions may fall on separate lines, please only fill in an explanation on changes from base on salary and discretionary special class lines.**

The Mayor’s Budget Office will thoroughly review position substitutions, including those with significant percentage changes in salary, and substitutions across job families in departmental submissions. Departments should be as precise as possible and explain all proposed position changes and the change in work or organization that is leading to the request. Requests are subject to future review by the Department of Human Resources for classification verification. Departments are reminded to include reference numbers in submissions in order to link position substitutions.

If the department is reprioritizing existing FTE within your budget, then please enter a substitution action, and make sure to use pay period 1 for the existing position if it is already filled. If the desire is to delete a vacant position and this necessitates creating a new position to offset a deletion, new positions starting in BY should be entered to begin no earlier than Pay Period 7 and/or no greater than 0.79 FTE in BY and 0.78 FTE in BY+1.

# Form 4A & 4B: Equipment & Fleet Requests

Equipment and Fleet requests will be submitted as part of the new budget system, BFM, with Department budget submissions, *not through a separate Sharepoint site or excel file.*

**Equipment and Fleet Deadline:** All equipment and fleet requests are to be submitted by Tuesday, February 21, 2023 as part of a department's proposed budget.

## Forms Overview

**Departments requesting General Fund for Equipment and Fleet purchases should fill out the following 3 tabs under Chart of Account: Equipment Number and Form 7000 (NGFS) / Form 7100 (GFS) in BFM:**

- **Equipment**
- **Fleet 4B.1**
- **Fleet 4B.2**

**Please answer all applicable questions on all three tabs.** The report will sort and deliver the necessary information to Forms 4A and 4B. Please submit each unit (of equipment or fleet) separately with an independent Equipment Number.

In BFM, departmental staff will be able to download Forms 4A and 4B to ensure their Equipment and Fleet requests were submitted in the system. Fleet unit costs can be referenced on Form 4B, in which unit costs are calculated based on information entered in Fleet 4B.1 and 4B.2 Forms 4A and 4B can be downloaded from BFM reporting.

**New and changes to GFS Equipment and Fleet loaded in BFM will not be loaded into department's budgets and will not be visible in a regular chart of accounts e-turn – they will only be visible through the equipment reports. Once requests are approved by the Mayor's Office and Fleet Management, they will be loaded into the budget during Mayor's Phase.**

Completed General Fund equipment requests will be evaluated in accordance with 1) the Mayor's Office Policy Instructions and guidelines described within the Budget Instructions; 2) department's justification and alignment with overall strategic and operational goals and objectives of the Department; and 3) availability of funding in the Fiscal Year of request.

Before making a request for new equipment, departments should visit the Virtual Warehouse managed by the Department of the Environment. The Virtual Warehouse is an exchange system for surplus items – office furniture, computers, equipment, and supplies – among City departments. All items in the Virtual Warehouse are free to City departments. By using these items rather than making new purchases, the City can save money and reduce its environmental impact by limiting waste. Visit the warehouse at:

<http://warehouse.sfenvironment.org/>

## Definitions

**Equipment:** Equipment is defined as items with a total unit cost of \$5,000 or more, including taxes and fees, and having a useful life of three years or more. **Items not meeting these criteria must be budgeted and loaded in materials and supplies. Do not include materials and supplies on this form.** Sales tax and other costs required to put equipment into service should be included in the unit cost for the item, as the total budget is the maximum available for that item.

**Surveillance Technology:** Any software, electronic device, system utilizing an electronic device, or similar device used, designed, or primarily intended to collect, retain, process, or share audio, electronic, visual, location, thermal, biometric, olfactory or similar information specifically associated with, or capable of being associated with, any individual or group. Many technologies are exempt. Please see the Technology Project Proposals section for more information about exemptions and the process for obtaining approval to purchase technology and/or equipment that meet this definition.

Equipment requests that are part of a Technology Project Proposal should also be submitted through the Technology Project Proposal SharePoint form (see instructions on the following page).

**Equipment Numbers:** Each equipment item must be detailed as part of the budget request. In the budget system, an eight-character equipment number is pre-generated for each department to distinguish each equipment item.

- The first three characters are the three-letter code for the department group
- The next two characters indicate the **second** half of the fiscal year (i.e., “24” for FY 2023-24)
- The last three characters are sequencing numbers (001, 002, 003, etc.)

The equipment tab has a separate field indicates whether the item is new “N” or replacement “R” equipment.

For equipment funded in operating budget, equipment numbers will be finalized following allocation of citywide equipment during Mayor phase. **Please enter preliminary numbers in BFM.**

**Form Instructions:** Please complete the applicable questions on all three tabs listed under Chart of Account: Equipment Number and Form 7000 / Form 7100 in BFM with full chart string. Please refer to Equipment User Guide for more details on how to complete Equipment entries.

### **Budget Form 4A: New General Fund equipment requests – Do not include vehicles**

- Fiscal year
- Equipment Description
- Justification of Need
- Project ID
- Project Title
- Equipment Number
- New/Replace
- Number of Units
- Cost Per Unit
- Total Cost w/ taxes and fees

### **Budget Form 4B: Fleet-**

**Any department requesting to purchase new or replacement vehicles, whether requesting general fund support or not, should submit the following information through BFM:**

- Dept Point of Contact (Last Name, First Name)
- Source of Funds
- Requesting Department
- Department Prefix
- Division/Program (if applicable)
- Fiscal Year

- Equipment Number Vehicle Type
- Brief description of Vehicle Type if “Other”
- Fuel Type
- Special Requirements Comments
- If purchasing a sedan that is not battery electric, provide justification-
- Number of Units; Please create multiple rows if requesting multiple units; the unit default is “1” in BFM for form 4B cost calculation
- Justification of Need
- Purchasing from Term Contract?
- If purchasing from a Term Contract, which contract and spec #?
- If NOT purchasing from a Term Contract, provide a description of the required vehicle, including make and model
- Total Base Cost per Unit
- Estimated Supplemental Costs per Unit (e.g. additional vehicle options, outfitting, charging infrastructure if purchasing EV, freight if not purchasing from term contracts, etc.)

Please note, term contract prices for pickup trucks, SUVs, and vans will be finalized in early January 2023. If you are requesting to purchase one of these vehicles, please confirm the correct term contract price with Fleet Management (Camilla Taufic, Business Manager for Fleet Management-Central Shops before submitting budget forms and for non-General Fund requests, before loading any costs.

Departments are encouraged to work with Fleet Management (Business Manager for Fleet Management-Central Shops: Camilla Taufic; [camilla.taufic@sfgov.org](mailto:camilla.taufic@sfgov.org)) prior to submitting their vehicle requests. All vehicle requests will be reviewed by Fleet Management during the Mayor phase of the budget process to ensure adherence to citywide fleet policies. Please review Appendix A for further information.

# COIT Budget Request: Technology Project Proposals

To be completed by: All departments with technology projects over \$100,000.

Instructions: All new technology projects with expected costs of \$100,000+ must be submitted to COIT for approval. Projects requesting COIT funding will provide additional information.

**Deadline:** All documents are to be submitted by Friday, January 20, 2023.

To submit a request form, please go to [COIT's Budget and Performance SharePoint Site](#).

Full URL: [https://sfgov1.sharepoint.com/sites/ADM-COIT/SitePages/Budget%20FY2023-24.aspx#](https://sfgov1.sharepoint.com/sites/ADM-COIT/SitePages/Budget%20FY2023-24.aspx#/)

**Please Note:** Do not submit duplicative requests to Capital Planning and COIT. Our offices will coordinate requests once received.

If you have any questions, please contact COIT staff:

Neil Dandavati  
Technology Portfolio Manager  
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## Definitions

**Technology Project:** An initiative to build, purchase, or significantly update a technology which will have a measurable impact on Department operations. Projects go through four phases: planning, design, development, and production all within a specified start and end date. *Costs associated with the ongoing maintenance & support of an existing technology are not considered a project.*

**Technology Materials & Supplies:** Expenses related to the *routine maintenance* of existing technology systems, including purchase of materials and supplies, should be part of a Department's operating budget and outlined on Form 3. However, expenditures that are part of a larger technology project can be included in a COIT request.

**Technology Equipment:** Expenditures related to basic maintenance of technology systems or equipment. Unless expenditures are included as part of a larger technology project, **GFS COIT equipment requests should not be entered in form 4A, and instead should be part of the COIT request via the Sharepoint site.** NGFS COIT requests should be loaded in form 4A in the Budget Instructions Forms.

**Technology Budget Codes:** Technology projects should be budgeted using the following PS Account Numbers:

527610	Systems Consulting Services
549210	Data Processing Supplies
529110	DP/WP (Data Processing/ Word Processing) Equipment Maintenance-
531110	Data Processing Equipment Rental
535960	Software Licensing Fees
549730	Periodicals – Library Only
560610	Data Processing Equipment
561610	Data Processing Equipment – Lease/Purchase-Initial-
562610	Data Processing Equipment – Lease/Purchase-Renewal-
563610	Data Processing Equipment – Lease/Purchase-Finance Agency-Initial-
564610	Data Processing Equipment – Lease/Purchase-Finance Agency-Renewal

### Submission Guidelines

The COIT budget process is designed to evaluate the strategic value of projects and prioritize funding towards projects with high impact.

Before submitting to COIT, Departments should have engaged in considerable research to define project objectives, user needs, and strategic value. COIT staff will work with each Department to review and evaluate each proposal. Only a select number of projects will be selected to receive General Fund support.

### Project Costing for Technology Project in PeopleSoft

The financial system offers additional functionality to better track project expenditures. Through the Project Costing module, Departments may track expenditures by activity.

Instructions to create and maintain projects and activities are available on the SF Employees Portal and the Controller’s Accounting Policies and Procedures (Section 16).

Below are the recommended Work Breakdown Structure (WBS) for waterfall and agile methodologies.

Waterfall		Agile	
WBS ID	Activity Name	WBS ID	Activity Name
1	<b>Initiating</b>	1	<b>Initiating</b>
1.1	<i>User Research</i>	1.1	<i>User Research</i>
1.2	<i>Requirements Analysis</i>	1.2	<i>Requirements Analysis</i>
1.3	<i>Develop Project Charter</i>	1.3	<i>Develop Project Charter</i>
2	<b>Planning</b>	2	<b>Planning</b>
2.1	<i>Verify &amp; Validate User Requirements</i>	2.1	<i>Verify &amp; Validate User Requirements</i>
2.2	<i>Develop Project Plan</i>	2.2	<i>Develop Project Plan</i>
2.3	<i>Secure Project Team</i>	2.3	<i>Secure Project Team</i>
2.4	<i>Initiate Procurement</i>	2.4	<i>Initiate Procurement</i>
3	<b>Implementing</b>	3	<b>Iteration A &lt;development sprints&gt;</b>
3.1	<i>Design-</i>	3.1	<i>Design</i>
3.2	<i>Procure Hardware/Software/Staffing</i>	3.2	<i>Prototype</i>
3.3	<i>Prototype-</i>	3.3	<i>User Testing</i>
3.4	<i>System Testing</i>	3.4	<i>Adjustments</i>

3.5	<i>Training &amp; Change Management</i>		3.4.1	<i>Quality Assurance</i>
3.6	<i>Go Live</i>		4	<b>Iteration B &lt;duplicates Iteration A&gt;</b>
4	<b>Closing</b>		5	<b>Closing</b>
4.1	<i>Documentation</i>		5.1	<i>Documentation</i>
4.2	<i>Training &amp; Change Management</i>		5.2	<i>Training &amp; Change Management</i>
4.3	<i>End User Feedback</i>		5.3	<i>End User Feedback</i>
4.4	<i>Transition to Maintenance &amp; Support</i>		5.4	<i>Transition to Maintenance &amp; Support</i>

**Technical Note:** Departments that receive General Fund support for COIT technology projects should not load project details into the Budget System. Project details will be loaded upon final approval by Mayoral Staff during the Mayor’s Phase of the budget process.

## Capital Budget Request

To be completed by: All departments with General Fund capital or Capital Planning Fund requests.

Instructions: Submit FY 2023-24 and FY 2024-25 Capital Budget requests to the Office of Resilience and Capital Planning Program (ORCP) via BFM by **Friday, January 20, 2023**. Please contact Ken Hinton in the Controller’s Office Budget and Analysis Division ([Ken.Hinton@sfgov.org](mailto:Ken.Hinton@sfgov.org)) if you need help with access or have any technical difficulties. Contact Nishad Joshi at ORCP ([Nishad.Joshi@sfgov.org](mailto:Nishad.Joshi@sfgov.org)) if you have any subject-matter-related questions.

Funding is not guaranteed for projects that are already in the Capital Plan or budgeted/funded for FY 2023-24 in the last budget cycle; therefore, **be sure to submit a formal budget request for each project, including new items at the activity level**. Even for projects that have been funded for FY 2023-24 according to the last approved budget, a new request must be made. As always, renewal projects will be prioritized and should make up the majority of budget requests. Please make sure to prioritize all requests by assigning a “Dept Priority,” provide vetted cost estimates, prioritize projects that can be executed in a timely manner, and provide PeopleSoft Chart fields as requested.

The Capital Planning Committee (CPC) will review Capital Planning staff recommendations from February to March 2023. Once projects are approved by Capital Planning Committee and the Mayor’s Office, they will be loaded into the Mayor’s Phase of the budget. **Note that changes to previously approved FY 2023-24 projects in the base budget and new project requests entered via CPC project forms 7900 (CPC GFS) and 7200 (CPC NGFS+) will not be part of the total \$ amount of department budget submissions.**

The Capital Budget includes three main types of capital projects, all of which should be **exclusively entered in the Capital forms** of the budget system once approved:

<p><b>1. Renewals &amp; Replacements</b></p> <p><i>FSP Chart of Account: 584030 – Capital Renewal Projects</i></p>	<p>Repairing or replacing facility components and infrastructure to maintain an asset’s current use or value and/or preserve its useful life. For example, repaving a street and replacing a building’s roof or HVAC equipment are renewals/replacements.</p> <p><b>Requests for renewals/replacements at City facilities should align with data in the City’s <a href="#">Facilities Renewal Resource Model (FRRM)</a></b></p>
<p><b>2. Enhancements</b></p> <p><i>FSP Chart of Account: 567000 – Bldgs, Struct &amp; Imprv Proj - Budget</i></p>	<p>New construction, renovations, or other improvements that increase an asset’s value or useful life or change its use. Requests for planning and design funding are considered enhancements. For example, removing barriers to the path of travel to comply with ADA requirements, building a new data center, and seismically-bracing or retrofitting an existing facility are all enhancement projects.</p> <p><b>Requests for enhancements should be represented in the Capital Plan.</b></p>
<p><b>3. Maintenance</b></p> <p><i>FSP Chart of Account: 500010 – Facilities Maintenance – Budget</i></p>	<p>These projects are for the day-to-day maintenance of existing buildings and infrastructure, including labor costs. Some examples of maintenance projects include replacing filters, filling potholes, and replacing light bulbs. The amount allocated for maintenance is based on the previous year’s appropriation.</p> <p><b>Departments should budget additional funds to meet maintenance needs in their operating budgets if applicable.</b></p>

Please note:

1. **Do not use any other account codes** for capital project related budgets other than the account codes listed above; **do not use 506070**.
- All capital projects set up in PeopleSoft will also require identification of “project type”:
  - “CAPCP” for Capital Projects funded through the Capital Planning Committee
  - “MAINC” for Facilities Maintenance or Maintenance projects funded through the Capital Planning Committee.
- All budget system (BFM) entries for capital projects will only be accepted in Capital forms, which will be further explained in the Controller’s office technical instructions.
- Requests for IT software, IT Capital Investment, and related equipment should be submitted to the Committee on Information Technology.
- Requests for ADA-related projects should be coordinated through the Mayor’s Office on Disability. Contact Nicole Bohn ([Nicole.Bohn@sfgov.org](mailto:Nicole.Bohn@sfgov.org)).

# Controller's Technical Instructions

## Summary of Major Changes this Year:

There were changes in some BFM reports, entry screens for position and nonposition items, and interdepartmental services:

### Reporting:

- Line text is now available in Chart of Accounts return reports. This will appear as an additional tab in the report, and will be distinguished by fiscal year.
- Position return reports now include columns for the Current Year position number, prior to the ASO interface crosswalk after the budget was enacted in late July.
- A new "invalid" message appears in reports if the identified pay periods are not actual pay period start and end dates. Departments should correct the pay periods for any lines that contain the "invalid" message

### Nonposition Entries:

- There are now separate columns identifying one time and ongoing base adjustments in the rollover base budget.
- Most nonposition export/import forms now have the same format for the columns included. The exception is for Transfer, IDS, and equipment forms given their specific nature.

### Position Entries:

- A **new action indicator, Q**, has been added to reflect ASO amendments made during the year through supplemental appropriations. When using this action indicator, manually change the starting pay period to pay period 1 so that there is not a gap in funding for the position in the new fiscal year.
- A **new action indicator, TF**, has been added to identify Transfers of Function.
- A pair of **new action indicators, MF and MT**, have been added to identify partial FTEs in the same job class that are merging. MF is for the position that is merging from one position to another, and MT is the destination merging to position.

### Interdepartmental Services Entries:

- Two IDS accounts have been moved from discretionary to centrally loaded: **581280 – DT SFGovTV** and **581325 – DT Enterprise Tech**
- One IDS account has moved from centrally loaded to discretionary: **581620 – GF HR Management Benefits Admin System**

Departments should remove all entries in account 519010, as this account is exclusively for use of the Controller's Office to balance funds.

# Reminders from Last Year

**Appropriating Bond Interest:** Departments must not budget bond interest without approval from the Controller's Office of Public Finance (OPF).

- 1) Departments must reach out to the Controller's Office of Public Finance if they would like to start the process to appropriate bond interest. The BAD budget analyst and AOSD debt group must be copied on communication. [Please note that department budget staff are encouraged to reach out to the Controller's Office of Public Finance regarding items in the City's Statement of Bond Redemption and Interest that is a section in the AAO.](#)
- 2) After OPF certification on the completion of the arbitrage calculation (e.g., yield; proceeds), BAD will work with the department and OPF to budget the interest appropriately. (i.e. make sure spending is set up correctly to comply with the requirements, use interest revenue account instead of use of fund balance 499999)
- 3) BAD will work with OPF in case the arbitrage charge is incomplete, and the spending needs to be put on reserve.

Departments appropriating bond interest must use an interest account code instead of use of fund balance or account code 499999. Departments intending to appropriate bond interest are required to notify the Controller's Office if the bond interest is still subject to arbitrage calculations.

**Budget Website:** Legislation passed in December 2019 established a budget website and processes for departments to gain public input on their budget priorities. Specified departments are required to solicit public input both before and after their proposed budgets are created, and no later than February 14<sup>th</sup> each year. Department budget submissions will continue to be posted on the budget website: <https://sf.gov/topics/budget>. (This is the third year of this process and is therefore in the Major Changes section as departments continue to implement.)

**Capital Equipment Requests:** Capital projects may involve the purchase of equipment. However, because capital projects are budgeted in the budget system in the Capital application using account code 567000, no equipment numbers are entered into BFM.

**Chartfield Requests for new Department IDs:** Chartfield requests should go through your Controller's Office analyst rather than directly to the Chartfield Administrator. Going directly to the Chartfield Administrator may slow the process. Note that new Department ID requests will be reviewed to confirm whether a department is reorganizing existing budget, as reorganizations may not be permitted.

**Interim Budget:** The Mayor's June 1 Proposed FY 2023-24 budget will serve as the Interim Budget. Per the unchanged interim budget requirements in the Charter, there will be no new capital or equipment spending during the interim period, and no new positions will start unless submitted to the Board of Supervisors via an interim exception.

**Programmatic Projects:** Account ID 506070, Programmatic Projects-Budget, **should not be used in the budget system in account-controlled funds (e.g., fund 10000) or in the capital forms.** Departments should correct the account or the fund to address this.

**Project Type:** eTurns and audit trails now reflect the project type of each project. Project type is now a required PeopleSoft field and assists with tracking various types of budget items. As noted below in the Technology and Capital budgeting sections, for example, there are project types to identify whether a technology project is funded through COIT, which would be project type TECHC, or not through COIT, project type TECH. The method for identifying capital project types is similar—capital projects funded through the Capital Planning Committee are CAPCP project type or CAP for non-Capital Planning Committee funded projects. Departments must tag

projects for capital requests that are reviewed by CPC with the project type, CAPCP – CPC-funded capital project unless the CPC-funded capital request is for facilities maintenance. For CPC-funded facilities maintenance projects, departments must tag the project with the project type, MAINC – CPC-funded facilities maintenance.

**Prop Js:** For fixed budget departments, last year’s FY 2022-23 and FY 2023-24 budgets were submitted to the Board. All non-fixed budget departments should submit updated and new BY (FY 2023-24) Prop Js with budget submissions on February 21, 2023. Prop J contracting authorizes outside contracting of existing services, when a service can be performed by private contract at a cost lower than the same service performed by civil servants. Requests must be submitted to the Controller’s Office and approved by the Board of Supervisors. Fixed budget departments do not need to resubmit an FY 2023-24 Prop J that was approved last year unless there have been changes since the submission that were not related to City salary COLAs.

**Subsetting request communication**—When requesting new codes, please write **“\*\*Budget Related\*\*”** in the subject line of emails to your Controller’s Budget and Analysis Division analyst as well as **“Codes to be created in PeopleSoft (PS) for BFM subset”** in the header and attach a complete subsetting file with the new code information also. Please see the subsetting section of this report.

**Use of Reserve:** In the past, the budget practice for use of reserve was to use account 499998 in the fund where the associated spending is being budgeted. Departments now must budget use of reserves as a reduction in the actual reserve accounts (598xxx, 597xxx) which “balance” sources, where applicable, in the fund where the reserve exists.

**Account IDs for capital project requests:** Departments must use either account ID 567000 Capital Project, 500010 Facilities Maintenance, or 584030 Capital Renewals for budgeting capital project requests. DO NOT USE 506070 Programmatic projects! Equipment requests will use the equipment related PeopleSoft account IDs discussed in Accounts for Equipment Requests and Equipment Lease Requests below.

**Grant projects:** Departments must ensure that the **Grant Project** check box for grant project codes is checked in the maintain projects screen in PeopleSoft Financials. Checking this box identifies the project code as grant project code in both PeopleSoft Financials **and** BFM. Please see example below.

The screenshot displays the 'Project Costing' interface in PeopleSoft. The top navigation bar includes 'Financial', 'Project Costing', and utility icons. Below the navigation bar, there are tabs for 'General Information', 'Project Costing Definition', 'Primavera', 'Manager', 'Location', 'Phases', 'Approval', 'Justification', 'User Fields', 'Rates', and 'Attachments'. The main content area shows details for Project 10038143, including a description 'HD HIV AO05 2223 MMP', integration 'SFGOV', and project type 'OPR'. It also features a 'Project Schedule' section with start and end dates, and a 'Description' section with a text area containing 'HD HIV AO05 2223 Medical Monitoring Project'. The interface includes various status indicators like 'Processing Status: Active' and 'Project Status: Open'.

**Reminders due to System Conversion to Budget Formulation & Management (BFM)**

**Algorithm for Calculating Special Class Salary and Fringe Budget.** In BFM, beginning in the FY 2022-23 budget, FTEs and fringe budgets for special class job classes were calculated using citywide rates, versus BPMS, which used the average of regular positions in a node. Because of this, the BY 2022-23 base FTE, salary, and fringe budget for departments contained variances with respect to the BY Original 2022-23 salary and fringe budget for departments approved as part of the BY+1 budget approved in the FY 2021-22 budget process. To offset these variances, the Controller’s Budget Office loaded on-going FTEs into job class 9995 and on-going 501000 and 513000 budget amounts in departments’ base budgets. The 9995 FTE adjustments appeared in the 15.10.006 Position eTurns and in the 15.10.001 CoA eTurns. Last year, departments had to reallocate these FTEs and 501000 and 513000 budgets to the appropriate special class job classes during department phase. **This year departments should not need to do such reallocations.**

**Real-time reporting.** Department nonposition entries appear in real time in the budget reports such as the eTurns and audit trails. Department position entries will appear in real time in the budget reports after the department user has clicked calculate to trigger a “delta projection” and after the delta projection has completed. The delta projection is a system process that runs in BFM that calculates the salary and fringe budget for position entries that have been entered since the last delta projection completed. If an entry has been made and no manually triggered delta projection is run afterwards, a scheduled nightly citywide delta projection will calculate that position entry’s salary and fringe budget and be reflected in the following morning’s report. Citywide full projections are run Friday evenings to recalculate all of the positions entered in BFM.

When multiple department users are making entries simultaneously and click “calculate,” all users’ entries will be updated.

**For reference, the four applications previously used in the budget preparation system (BPMS) have been replaced by several forms in BFM** including separate forms for entering budget for equipment, debt service, and interdepartmental services. Importantly, BFM includes a Capital module for entering capital requests requiring review by CPC and for capital requests that are self-funded by departments and that do not require review by CPC. Beginning in FY 2022-23, capital requests requiring review by CPC will be entered in BFM.

BPMS module and tab	BFM Form	Accounts
Nonposition/ Revenue - Other	Revenue (5000)	410xxx - 480xxx
	Performing Dept: IDS Provider (8100)	486xxx, 487xxx + <b>581xxx</b>
Revenue Transfers	TRIO (4000)	492xxx - 495xxx
		591xxx - 595xxx
Capital	Capital (7200, 7300, 7700,7900)	500010
		567000
		584030
Position	Expenditures by Division (3000)/ Position	501xxx - 513xxx
	Expenditures by Division (3000)	520xxx - 551xxx
Nonposition/ Expenditures		579xxx
		597xxx-598xxx
	Debt Service (3300)	570xxx - 574xxx
	Requesting Dept: IDS Requestor (8000)	<b>486xxx, 487xxx</b> + 581xxx
	Equipment (7000, 7100)	560xxx - 564xxx

**Position entries are at the position number level.** For New Positions, once the budget is finally approved by the full Board of Supervisors and Mayor, a new Position number ("P#") report will be produced and departments will be asked to create new P#s in HCM and send it back to CON Systems with real P# filled. CON Systems will do a crosswalk and will not create ASO interface file until all position numbers are received.

**Split Funded Positions:** Positions that are split funded and positions with multiple status indicators will be budgeted in multiple position entry lines in BFM. In these cases, the position numbers of all of the position entry lines for a single split funded position and a single position with multiple status indicators must contain the same position number suffixed with a sequential number such as -1, -2, -3, -4, etc to indicate that these lines pertain to the same position. For a split funded position and a position with multiple status indicators, the standard hours in each position line must be adjusted so that the total FTE for that **one** position does not exceed 1 FTE. See example below.

Position	Position Name	Job Class	Employee	Name	Union	Orgn	Standard Hours	Count	Status	Actions
00103039-1	SF	2587_C	00103039-1	Health Worker III	790	251988	26.400000	1	Original	Select
00103039-2	SF	2587_C	00103039-2	Health Worker III	790	251988	53.600000	1	Original	Select

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**“N” and “F” records replace multiple Actions and entries in the prior budget system:** BFM does not use a reference number to tie multiple entry lines corresponding to substitutions, reassignments, or status changes of existing positions in the base budget. In BFM, these position entries contain at least one “N”-record, which subtracts the existing position from the base budget, and at least one F-record that adds back that position to the department’s budget whether in a different job class for substitutions, and different funding source for reassignments, or a different status indicator for change status entries. The position numbers used in the N and F records are the same and the identical position number identifies multiple position entry lines as belonging to the same position.

**Automatic Calculation of budget for Prop B and Prop C Retiree Health Care for Active Employees.** The city’s 1% share of costs for funding retiree health care benefits for current active employees is now automatically calculated by BFM as 1% of the salary budget for all regular and special class job classes with the exception of 011X commissioner job classes and TEMP job classes. Importantly, the budget for these fringe benefits is automatically allocated to accounts 515020 and 515030 in the same Chartfields containing the job classes receiving retiree health care benefits similar to the way retirement and health care benefits are budgeted under individual job classes.

**BFM includes separate forms for work order services:**

- **Centrally loaded interdepartmental services (IDS)** budget is entered in form, **Internal Services – Centrally Loaded (8200)**. Departments do not have access to these forms. Budget for these IDS will be centrally loaded during Mayor Phase.
- **Discretionary, departmental inter-department services** budget is entered in two forms, **Internal Services Requestor (8000)** and **Internal Services Provider (8100)**. Both forms are accessible at the department group code pair level meaning that there are forms for each combination of requesting department and performing department.

### IDS Requestor (8000)

Quick Search:  [Show Advanced Filters](#)

Record Actions:

Form ID	Description	Stage	Department	Pair	Form Rows	Last Update	Last User	Submit	Actions
9559	AAM Requesting-- ADM Performing	8001	AAM	AAM-ADM	1	10/17/2021	Theary Sandgrer	Submit	Header   Detail
9560	AAM Requesting-- DPH Performing	8001	AAM	AAM-DPH	4	10/17/2021	Theary Sandgrer	Submit	Header   Detail
9561	AAM Requesting-- DPW Performing	8001	AAM	AAM-DPW	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
9562	AAM Requesting-- HRD Performing	8001	AAM	AAM-HRD	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
9563	AAM Requesting-- PUC Performing	8001	AAM	AAM-PUC	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
9564	AAM Requesting-- TIS Performing	8001	AAM	AAM-TIS	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
9565	ADM Requesting-- ADM Performing	8001	ADM	ADM-ADM	25	10/17/2021	Theary Sandgrer	Submit	Header   Detail
9566	ADM Requesting-- ART Performing	8001	ADM	ADM-ART	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
9567	ADM Requesting-- CAT Performing	8001	ADM	ADM-CAT	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
9568	ADM Requesting-- CHF Performing	8001	ADM	ADM-CHF	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
9569	ADM Requesting-- CON Performing	8001	ADM	ADM-CON	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
9570	ADM Requesting-- CPC Performing	8001	ADM	ADM-CPC	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
9571	ADM Requesting-- DEC Performing	8001	ADM	ADM-DEC	2	10/17/2021	Theary Sandgrer	Submit	Header   Detail
9572	ADM Requesting-- DPH Performing	8001	ADM	ADM-DPH	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail

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### IDS Performing (8100)

Quick Search:  [Show Advanced Filters](#)

Record Actions:

Form ID	Description	Stage	Department	Pair	Form Rows	Last Update	Last User	Submit	Actions
8985	ADM Performing-- AAM Requesting	8101	ADM	AAM-ADM	1	10/17/2021	Theary Sandgrer	Submit	Header   Detail
8986	ADM Performing-- ADM Requesting	8101	ADM	ADM-ADM	25	10/17/2021	Theary Sandgrer	Submit	Header   Detail
8987	ADM Performing-- ADP Requesting	8101	ADM	ADP-ADM	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
8988	ADM Performing-- AIR Requesting	8101	ADM	AIR-ADM	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
8989	ADM Performing-- ART Requesting	8101	ADM	ART-ADM	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
8990	ADM Performing-- ASR Requesting	8101	ADM	ASR-ADM	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
8991	ADM Performing-- BOA Requesting	8101	ADM	BOA-ADM	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
8992	ADM Performing-- BOS Requesting	8101	ADM	BOS-ADM	0	10/17/2021	Theary Sandgrer	Submit	Header   Detail
8993	ADM Performing-- CAT Requesting	8101	ADM	CAT-ADM	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
8994	ADM Performing-- CFC Requesting	8101	ADM	CFC-ADM	0	10/17/2021	Theary Sandgrer	Submit	Header   Detail
8995	ADM Performing-- CHF Requesting	8101	ADM	CHF-ADM	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
8996	ADM Performing-- CON Requesting	8101	ADM	CON-ADM	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail
8997	ADM Performing-- CPC Requesting	8101	ADM	CPC-ADM	4	10/17/2021	Theary Sandgrer	Submit	Header   Detail
8998	ADM Performing-- CRT Requesting	8101	ADM	CRT-ADM	NC	10/17/2021	Theary Sandgrer	Submit	Header   Detail

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In form **Internal Services Requestor (8000)** each unique interdepartmental service offered by the performing department is assigned a work order (WO) reference number. Each WO reference number corresponds to a unique 581XXX account ID in PeopleSoft. Requesting departments will enter the proposed IDS budget for each service requested from another department. Importantly, the requesting department must enter both the 581XXX budget for the requesting department **and** the partner performing department's 486XXX recovery budget for each requested work order service in form **Internal Services Requestor (8000)**. The total 581XXX budget must equal total 486XXX recovery budget at the WO reference number level for the proposed work order budget to be considered balanced.

In form **Internal Services Provider (8100)** each unique interdepartmental service offered by the performing department is assigned a work order (WO) reference number. Each WO reference number corresponds to a unique 581XXX account ID in PeopleSoft Financials. Performing departments will enter the proposed IDS budget for each service requested by another department. Importantly, the performing department must enter both the 581XXX budget for the partner requesting department **and** the performing department's 486XXX recovery budget for each requested work order service in form **Internal Services Provider (8100)**. The total 581XXX budget must equal the total 486XXX recovery budget at the WO reference number level for the proposed

work order budget to be considered balanced.

**For discretionary, departmental work orders, the requesting and performing departments must agree on a balanced work order budget in department phase!** In forms, **Internal Services Requestor (8000)** and **Internal Services Provider (8100)**, both the performing and the requesting departments can see their partner department's work order budget proposal. That is, the requesting department's work order budget proposals entered in form **Internal Services Requestor (8000)** is visible to the performing department in form **Internal Services Provider (8100)**. For a work order service budget to be considered balanced and in agreement, the 581XXX and 486XXX budget amounts entered by the requesting and performing department must match and the total 581XXX budget amount must equal the total 486XXX budget amount. If they do not match, **BFM will post the requesting department's work order budget proposal to both the requesting department's and performing department's budget submissions by default.** In other words, BFM will select the requesting department's work order budget proposal as the winner.

The screenshots below show two balanced work orders between two city departments in which the requesting and performing departments are in agreement.

Budget Form Lines

Close Export Import Refresh

ID	Form	Department	Pair	Form Name	22-23 Req Imbalance	22-23 Prf Imbalance	23-24 Req Imbalance	23-24 Prf Imbalance
9560	8000	AAM - Asian Art Museum	AAM-DPH	IDS Requestor (8000)	\$0	\$0	\$0	\$0

Quick Search: Enter search criteria here.

Actions: Add New Copy

Row	Audit Trail	WO Ref #	Dep Grp	Dept	Fund	Project-Activity	Authority	Account	Account Title	Agency Use	2022-23 Rollover Base	2022-23 Requesting Changes*	2022-23 Requesting Proposal	2022-23 Performing Proposal	2023-24 Rollover Base	2023-24 Requesting Changes*	2023-24 Requesting Proposal	2023-24 Performing Proposal
1		DPH-SFGH-MEDSV	DPH	251656	21080	10001858-0002	10000	486010	Exp Rec Fr Asian Arts Musm /	0	402	0	402	0	402	0	402	0
2		DPH-SFGH-MEDSV	AAM	228855	10000	10026660-0001	10000	581520	EF-SFGH-Medical Service	0	402	0	402	0	402	0	402	0
3		DPH-TOXICS	DPH	251975	10060	10001978-0001	10002	486010	Exp Rec Fr Asian Arts Musm /	0	5,955	0	5,955	0	5,955	0	5,955	0
4		DPH-TOXICS	AAM	228855	10000	10026660-0001	10000	581580	GF-Chs-Toxic Waste&Haz Ma	0	5,955	0	5,955	0	5,955	0	5,955	0

Records per page: 50

Budget Form Lines

Close Export Import Refresh

ID	Form	Department	Pair	Form Name	22-23 Req Imbalance	22-23 Prf Imbalance	23-24 Req Imbalance	23-24 Prf Imbalance
9200	8100	DPH - Public Health	AAM-DPH	IDS Performing (8100)	\$0	\$0	\$0	\$0

Quick Search: Enter search criteria here.

Actions: Add New Copy

Row	Audit Trail	WO Ref #	Dep Grp	Dept	Fund	Project-Activity	Authority	Account	Account Title	Agency Use	2022-23 Rollover Base	2022-23 Performing Changes*	2022-23 Requesting Proposal	2022-23 Performing Proposal	2023-24 Rollover Base	2023-24 Performing Changes*	2023-24 Requesting Proposal	2023-24 Performing Proposal	
1		DPH-SFGH-MEDSV	DPH	251656	21080	10001858-0002	10000	486010	Exp Rec Fr Asian Arts Musm /	0	402	0	0	402	402	0	0	0	402
2		DPH-SFGH-MEDSV	AAM	228855	10000	10026660-0001	10000	581520	EF-SFGH-Medical Service	0	402	0	0	402	402	0	0	0	402
3		DPH-TOXICS	DPH	251975	10060	10001978-0001	10002	486010	Exp Rec Fr Asian Arts Musm /	0	5,955	0	0	5,955	5,955	0	0	0	5,955
4		DPH-TOXICS	AAM	228855	10000	10026660-0001	10000	581580	GF-Chs-Toxic Waste&Haz Ma	0	5,955	0	0	5,955	5,955	0	0	0	5,955

Records per page: 50

**All capital project requests including requests that are approved by the Capital Planning Committee (CPC) are integrated into BFM.**

- **CPC general fund supported (GFS) capital requests:** In previous years, departments submitted CPC general fund supported capital requests in CPRD. Beginning FY 2023, CPC GFS capital requests will be entered by departments in BFM's capital module form, **Capital – Dept Request – CPC GFS (7900)**. Departments will answer the CPC questionnaire in this form. These requests, including changes to prior approved capital projects are **not** included in departments' budget submission

package. However, the **Capital – Dept Request – CPC GFS (7900)** form will include projects that were approved in last year’s budget process. For new project requests, departments can use placeholder project-activity codes that are autogenerated in BFM. These placeholder project-activity codes do not originate in PeopleSoft. These placeholder project-activity codes will be used for new capital project requests during the CPC approval process. Upon approval, departments will be requested to replace these placeholder project-activity codes with actual project-activity codes newly created in PeopleSoft during Mayor Phase via Chartfield request form submission and subset into BFM via subset request form submission to the Budget and Analysis Division (BAD). Departments must ensure that projects going through the CPC process are tagged with project type “CAPCP” – except for facilities maintenance which would be “MAINC”. Approved CPC GFS capital requests will be posted to department budgets in Mayor Phase.

- **CPC non-general fund supported (NGFS) capital requests must be entered in the Capital – Dept Request – CPC NGFS + (7200) form:** Examples include gas-tax funded projects in Public Works and IPIC projects. These requests are **not** included in departments’ budget submission packages.
- **All other capital requests that are self-funded by departments and do not require review by CPC must be entered in the BFM Capital - Dept Request - Non-CPC (7300) form.** Examples include capital projects self-funded by PUC and Airport. These requests are included in departments’ budget submission package.

**Departments’ budget submission package Forms 4A and 4B for requesting general fund equipment and vehicles are integrated into BFM.** Departments will answer a questionnaire regarding these requests in BFM, **Equipment – GFS (7100) form.** Budget for these requests is not included in departments’ budget submissions package. Mayor’s Budget Office will review these requests. Approved requests will be posted to departments’ budgets by Mayor’s Budget Office during Mayor Phase.

# Sources (Revenues)

## Revenue Policy

### General Statutory Authority:

Article IX, Sections 9.100, 9.101, 9.102 of the San Francisco Charter, supplemented by Chapter 3 of the San Francisco Administrative Code, establishes budget policies and procedures with respect to revenue estimates. Specifically, San Francisco Charter Section 9.101 states, in part:

The annual proposed budget shall include:

1. Estimated revenues and surpluses from whatever sources, to the extent feasible, for the forthcoming fiscal year and the allocation of such revenues and surpluses to various departments, functions, and programs to support expenditures. Proposed expenditures may include such necessary and prudent reserves as recommended by the Controller; and
2. A summary of the annual proposed budget with a narrative description of priorities, services to be provided and economic assumptions used in preparing the revenue estimates.

San Francisco Charter Section 9.102 provides:

The Mayor shall submit to the Controller for review the estimated revenues contained in the proposed biennial budget and any subsequent revisions. The Controller shall then provide the Board of Supervisors with an opinion regarding the accuracy of economic assumptions underlying the revenue estimates and the reasonableness of such estimates and revisions.

Chapter 3 of the San Francisco Administrative Code outlines general requirements relating to departmental budget submissions. Specifically, Section 3.7 of the San Francisco Administrative Code requires departments to “submit with their budget, a schedule showing each fee charged by said department, the revenues received from each such fee, except fees regulated by State or Federal law, and the costs incurred in providing the services for which the fee is assessed.”

### Sources

Total sources are determined by adding together the following components:

1. General Fund Allocation;
2. Revenues (Citywide and Departmental);
3. Transfers In;
4. Bond Proceeds;
5. Available Surplus (Fund Balances); and
6. Expenditure Recoveries from providing Interdepartmental Services.

### Revenues Definition

All City revenues fall into two basic revenue categories: (1) Citywide and (2) Departmental.

1. Citywide revenue is budgeted primarily in the General City Responsibility (GEN) section of the budget. These revenues are generally not attributable to a specific department, commission, or agency. Citywide revenue estimates (e.g., Property Tax, Sales Tax, Hotel Room Tax for the General Fund) are projected and reviewed for accuracy by the Controller’s Office and budgeted by the Mayor’s Office. In

preparing and reviewing these estimates, the Mayor’s Office and the Controller’s Office will use current year’s budgeted revenue amounts as a starting point, incorporating year-to-date performance as well as current economic information pertinent to the various revenue sources.

2. Departmental revenue is generated by the services, programs, or activities of a particular City department, commission, or agency.

### Revenue Forms

Revenue forms 2A, 2B and 2C are due to the Controller’s Budget Office by the Department Budget Request submission deadline of Tuesday, February 21, 2023.

### All Departments

Form 2A: Run report 15.30.005 and filter on “Regular Revenues” to show revenue changes in the budget submission.

Form 2B: Complete this form, indicating all modified and new fees for each department.

Form 2C: This should be completed for all fees included in Form 2B.

## Reference Guide for Revenue Budgeting

1.

<b>Property Taxes</b>	<b>(Account Lvl 5 Name 4100, Account codes 410110-410999)</b>
<b>Business Taxes</b>	<b>(Account Lvl 5 Name 4110, Account codes 411110-411310)</b>
<b>Other Local Taxes</b>	<b>(Account Lvl 5 Name 4120, Account codes 412110-412999)</b>
<b>Franchises</b>	<b>(Account Lvl 5 Name 4200, Account codes 420630-420640)</b>

Property taxes, business taxes, other local taxes, and franchises are citywide revenue sources budgeted by the Mayor’s Office. Departments, commissions or agencies that receive a direct allocation of any of these taxes (e.g., property tax or hotel tax) will be informed by the Mayor’s Office of the amount budgeted for the department, commission, or agency in BY and BY+1.

2. **Licenses and Permits** (Account Lvl 5 Name 4200, Account codes 420110-420620; 420710-420931)

**Charges for Services** (Account Lvl 5 Name 4600, Account codes 460101-473301)

Licenses, permit fees, and charges for services are budgeted by the department issuing the licenses or permits or providing the services. In estimating revenue from these sources for BY and BY+1, departments should review trends of the past two years, consider year-to-date receipts as well as current economic information. Departments must also keep in mind that the revenue from these sources may not exceed the cost of providing the service. If in doubt, departments are encouraged to complete Form 2C Fee Cost Recovery Form to determine how much of the cost of the service is being recovered by the fee or charge.

**Note:** New or modified licenses, permits, or service charges require the submission of Form 2B.

3. **Fines, Forfeitures, and Penalties** (Account Lvl 5 Name 4250, Account codes 425110-425990)
- Rents and Concessions** (Account Lvl 5 Name 4350, Account codes 435110-439909)

Revenues from fines, forfeitures, penalties, rents, and concessions are budgeted by the department receiving the funds. In estimating revenue for BY and BY+1, departments should review trends of the past two years, taking into account year-to-date receipts as well as current economic information.

**4. Interest and Investment Income (Account Lvl 5 Name 4300, Account codes 430110-430490)**

Interest and investment income is based on projected cash balances and interest rates. General interest assumptions are available from the Controller’s Office for departments with non-General Fund operations that budget interest and investment income. In estimating interest and investment income, departments should project current year (CY) year-end cash balances then consider cash flow projections through budget year (BY). Based on projected BY cash flow projections, estimate year-end cash balances for BY+1 projected cash flow.

**5. Intergovernmental Revenues**

- Federal (Account Lvl 5 Name 4400, Account codes 411401-444999)**
- State (Account Lvl 5 Name 4450, Account codes 411601-448999)**
- Other (Account Lvl 5 Name 4490, Account codes 411801-449999)**

Intergovernmental revenues (e.g. grants, realignment funds, subventions) from Federal, State or other governmental agencies are budgeted by the department receiving the funds. In estimating revenue, departments should review prior year trends, but place particular emphasis on current economic information affecting the agencies and/or programs providing the revenue.

**Note:** In estimating BY and BY+1 grant revenue, departments should refer to the “Grants” section below.

**6. Other Revenues (Account Lvl 5 Name 4750, Account codes 475111-479999)**

Departments, commissions, or agencies that budget other revenues should include them in Form 2A to convey to the Mayor’s Budget Office and Controller’s Budget Office the basis of the BY and BY+1 revenue estimates.

- 7. Other Financing Sources (Account Lvl 5 Name 4800, Account codes 480111-484903)**
  - Transfers In (Account Lvl 5 Names 4910-4950, and corresponding account codes)**
  - Unappropriated Fund Balance (Account Lvl 5 Name 4999, Account codes 499998-499999)**

These sources of funds are budgeted by the Mayor’s Budget Office after review by the Controller’s Budget Office and the department, commission or agency using these sources to fund its budget.

**Note:** Incoming revenue to departments that perform work paid for by other departments via work order Interdepartmental Services (IDS) should be budgeted by departments for all non-centrally loaded IDS items. These recovery revenues in the department that is performing the work should be equal to the costs in 581XXX accounts in the departments purchasing the work from the performing departments.

- Expenditure Recovery (Interdepartmental Services) (Account Lvl 5 Name 4860, Account codes 486010-487990)**

# Uses (Expenditures)

In developing the Department Budget Request submission, the department must analyze the total projected sources of funding and match its requested uses (i.e. expenditure appropriation). Total departmental sources are determined by adding together the revenue components described in the preceding section. Departmental expenditure requests are limited by the amount of revenue available to each department.

## Reference Guide for Expenditure Budgeting

### Expenditure Baselines

The San Francisco Charter and other municipal codes require the City to budget certain spending levels for specific populations. These spending mandates include:

- Children’s Baseline, for youth aged 5-18 [Nov 2016 Prop C, Charter Section 16.108]
- Disconnected Transitional-Aged Youth (TAY) Baseline, for youth aged 18 to 26 [Nov 2016 Prop C, Charter Section 16.108]
- Early Care and Education Baseline, for youth aged 0-5 [June 2018 Prop C, Business and Tax Regulations Code Article 21]
- Our City, Our Home (OCOH) Baseline, for people experiencing homelessness [Nov 2018 Prop C, Business and Tax Regulations Code Article 28]. The OCOH baseline includes 7 sub-components that must be individually tracked.

All of the eligible spending for these baselines must be budgeted in unique PeopleSoft Project Activity pairs (with the appropriate Activity Types) so that the City can track compliance with the Charter and Municipal code.

**New!** Prior to FY 2020-21, each baseline requirement mapped to exactly one Peoplesoft Project-Activity pair because the baselines were defined to be mutually exclusive (a person cannot be both 5 years old and 26 years old). However, with the addition of the OCOH baseline, the requirements are sometimes overlapping; that is, the same expenditure can count toward multiple baseline requirements. For example, \$1 to support a 7-year-old child experiencing homelessness counts toward both the OCOH baseline and the Children’s Baseline.

The table below shows the Activity Types currently available to be budgeted. Any changes to the list of Activity Types below must be reviewed and approved by the Controllers’ Budget Office. Please note that no revenue should be budgeted in these programs. Also, if your department has new programmatic spending that may qualify to meet these baseline requirements, please contact your Controller’s budget analyst.

Activity Type	Description	Full Activity Type Description	Children's Baseline	TAY's Baseline	OECE's Baseline	OCOH's Baseline
8	Children's Baseline	Children's Baseline	X			
9	Transitional Aged Yth Baseline	Transitional Aged Yth Baseline		X		
10	Permanent Housing – General	Permanent Housing – General				X
11	Perm Hsg ShortTerm RentSubsidy	Permanent Housing – Short Term Rental Subsidies				X
12	Perm Hsg Homeless Youth 18-29	Permanent Housing – Homeless Youth 18 - 29				X
13	Perm Hsg Homeless Families	Permanent Housing – Homeless Families Children < 18	X			X
14	Homeless Shelter	Homeless Shelter				X
15	Homelessness Prevention	Homelessness Prevention				X
16	Mental Health	Mental Health				X
17	Perm Hsg – General & Children	Permanent Housing – General & Children's Baseline	X			X
18	Perm Hsg STRentSubsidy&Children	Permanent Housing – Short Term Rental Subsidies & Children's Baseline	X			X
20	Perm Hsg HomelessFams&Children	Permanent Housing – Homeless Families Children < 18 & Children's Baseline	X			X
21	Homeless Shelter & Children	Homeless Shelter & Children's Baseline	X			X
22	Homelessness Prev & Children	Homelessness Prevention & Children's Baseline	X			X
23	Mental Health & Children	Mental Health & Children's Baseline	X			X
24	Permanent Housng General & TAY	Permanent Housing – General & Transitional Aged Yth Baseline		X		X
25	Perm Hsg ST Rent Subsidy & TAY	Permanent Housing – Short Term Rental Subsidies & Transitional Aged Yth Baseline		X		X
26	Perm Hsg Homeless Youth & TAY	Permanent Housing – Homeless Youth 18 - 29 & Transitional Aged Yth Baseline				X
28	Homeless Shelter & TAY Baselin	Homeless Shelter & Transitional Aged Yth Baseline		X		X
29	Homelessness Prevention & TAY	Homelessness Prevention & Transitional Aged Yth Baseline		X		X
30	Mental Health & TAY Baseline	Mental Health & Transitional Aged Yth Baseline		X		X
31	OECE & Children's Baseline	OECE & Children's Baseline	X		X	
32	OECE Baseline	OECE Baseline			X	

If you need a comprehensive list of the Peoplesoft Project-Activity pairs for any of these baselines, please run the report shown below in Reports and Analytics.

The screenshot shows the SF Reports & Analytics dashboard. The top navigation bar includes 'Home', 'Catalog', 'Favorites', 'Dashboards', 'New', and 'Open'. The main content area is divided into several sections: 'Financials' (CFO Dashboard, Budget & Actuals), 'Procurement' (Procurement and Spend), 'People and Pay - Payroll' (Salary & Fringe Benefits Overview, Labor Distribution, etc.), and 'Employee Expenses'. On the right side, there is a 'Status of Today's Data Refresh' section and a 'Technical Assistance' section. A red arrow points to the 'Classification Structure' link in the 'BI Job Aids' section of the right-hand menu.

The screenshot shows the 'Classification Structure' report in SF Reports & Analytics. The top navigation bar includes 'Home', 'Catalog', 'Favorites', 'Dashboards', 'New', 'Open', and 'Signed'. The main content area has a 'Please choose a Chart Field' section with radio buttons for 'Fund', 'Department', 'Account', 'Authority', 'Agency Use', 'Project', 'Project and Activity', 'Activity and WBS', 'Fund Budget Control', 'Account Budget Control', and 'Department Budget Control'. A red arrow points to the 'Project and Activity' radio button. Below this is the 'Activity Classification Structure' section, which displays a table of project activities and their associated WBS structure. A red arrow points to the table, and another red arrow points to the 'Activity Classification Structure' table, which lists project activities and their associated WBS structure. The table has columns for Project Owning Dept Grp, Project Code, Project Name, Project Manager, Project Status, Activity Code, Activity Name, and Activity Type Number. The table shows two projects: AA Emergency Leak Repair and Asian Art Facilities, with activities like Emergency Leak Repair, Interest Earned, and Asian Art Facilities-Other.

## General Administration

Programmatic budgeting of general departmental administration and centralized functions may be isolated into a specific project (i.e., Administration). The Controller's Office is then able to use the budgetary appropriation identified as Administration as the basis for calculating departmental overhead rates. The greater the proportion of the department's budget that is classified as Administration, the higher the departmental overhead rates will be. This can be important in determining administrative efficiencies, and in calculating departmental indirect costs that can be recovered through fees and charges. (Please note Budget Form 2C, the Fee Cost Recovery Form discussed previously.) Departments should use care in using Administration-like program descriptions to appropriately reflect only centralized departmental costs.

## Authority-Controlled and Account-Controlled Funds

In authority-controlled funds, each authority ID should be a unique code with a meaningful description. Authority ID 10000, Operating, should not be used in authority-controlled funds, and conversely, in account-controlled funds only Authority ID 10000 should be used.

Additionally, Account ID 506070, Programmatic Projects-Budget, should not be used in account-controlled funds. The Controller's Office will be reaching out to those departments that have budgeted account 506070 in account-controlled funds to ask that these Chartfields be corrected.

Capital budget in accounts 500010 Facilities Maintenance-Budget, 567000 Bldgs, Struct&Imprv Proj-Budget, and 584030 Capital Renewal Projects should **not** be budgeted in account-controlled funds.

Interdepartmental services budget that will be transferred to another department through delegated authority **must** be budgeted in authority-controlled, continuing funds. Grants are budgeted in project-controlled funds and must **not** use delegated authority.

## Grants

In general, accepting and expending grants of certain dollar amounts and for certain purposes requires approval by the Board of Supervisors. Ordinance 97-12, adopted in May 2012, revised the threshold for Accept and Expend grant resolutions. Now all grants less than \$100,000, grants that remain less than a total of \$100,000 per grant after subsequent increases raise the initial grant, and grant increases less than \$50,000, do not require board approval, provided there are no new positions created. Board approval can be obtained through: a) the budget process within the Annual Appropriation Ordinance, b) through an Accept and Expend Resolution for grants not creating new positions, or c) through an Accept and Expend Ordinance amending the Salary Ordinance if new positions are created. **For multi-year grants, budget the BY and BY+1 portions of the grant award respectively. Each successive year's portion of the multi-year grant should be budgeted in future years' budgets using a new project ID.**

A substantial number of the City's grants are recurring, that is, they are granted to the City each year, provide funding for the same programs and associated positions, and essentially support a portion of the department's operating budget. Grants that are continuing into the next budget year are included in the annual budget to more accurately display departmental resources and give a more complete picture of the City's overall operating budget. Grants that meet the following requirements should be included in departments' budget submissions:

- The grant is an operating grant, not a capital grant.
- The new grant has been awarded and will begin on or after the beginning of the new fiscal year (July 1st of BY or BY+1).
- The Department is confident that the grant will be awarded or renewed in the budget year and can document the basis for the projected grant budget.

- The grant budget has not already been authorized through an Accept and Expend Resolution or an Ordinance amending the Salary Ordinance, and consequently, not already recorded in PeopleSoft.

All new operating Federal, State and local grants in this budget cycle are placed in project codes within Special Revenue Funds. Federal, State and local grants will be distinguished by project and by the different revenue accounts used.

Private grants, including those from non-profit organizations, private corporations and individuals, should be budgeted in Special Revenue Funds.

**For grants that are recurring or renewed each year with new award agreement, or in cases where a department receives operating grant awards on a different cycle than the City's fiscal year, departments should request new grant project IDs for each respective budget year. If spending during the City's fiscal year is likely to be divided between two different grant awards, the department should show this by dividing the budget between the two grant project IDs. The Controller's Office has updated most recurring grants in the base budget and will work with the departments to update remaining grant project codes.**

For operating grants budgeted in the Budget and Appropriation Ordinance, Ordinance 265-05 requires grants of \$5,000,000 or more that anticipate the issuances of Requests for Proposals, to submit a resolution articulating the grant application to the Board of Supervisors for review and approval at least 60 days prior to the issuance of the RFPs. Admin Code Sec. 10.170(b).

**Departments should balance all grants at the PeopleSoft project level before the department budget is submitted in February.** The Controller has been provided with the authority to approve minor adjustments, prepared by departments, to reflect actual awards made if granting agencies increase or decrease the grant award amounts estimated in budget submissions. Departments should also provide documentation to the Controller's Office showing the revised grant awards.

All positions funded by grant revenue should be designated by the "G" status indicator. The "H" status indicator should be used to identify previously grant-funded positions that will no longer be funded from a grant and instead are replaced by another revenue source such as the general fund.

Code a negative count/amount with status indicator "G" to remove the position in the grant; and code a positive count/amount with status indicator "H" to add the position in the new funding source. Link these two records using the same reference number. Positions that are funded by subventions in the General Fund may use the "G" status indicator.

As an alternative to budgeting grants through the Budget and Appropriation Ordinance, departments may still submit grant budgets for Board approval at any time during the year through an Accept and Expend Resolution and/or an Ordinance amending the Salary Ordinance. Departments receiving grants before July 1 that wish to start spending the money in advance of the new fiscal year must use the Accept and Expend Resolution process. If the grant includes new positions that do not exist in the Base, an Ordinance amending the Salary Ordinance and approving the Accept and Expend must also be submitted.

Questions concerning grants should be directed to your fund accountant in the Controller's Office. Please see Appendix I for contact information.

### Recurring Grant Project ID Set Up in PeopleSoft

The following are the steps to create grant project IDs that are renewed every year, please also refer to UPKs (PeopleSoft 9.2 – Grants >Create Proposal & Generate Award) on the SF Employee Portal Website for more details and training.

<<http://citysystemtraining.sfgov.org/Learning%20System%20Training%20Outline/Publishing%20Content/PlayerPackage/data/toc.html>>

- Navigate to Copy Proposal, search for and select proposal related to grant project you seek to copy.
- Update any fields as necessary (start/end date, which will become start/end date for the new project ID) and **be sure to uncheck the box to copy the budget** (this applies to converted contracts only beginning with CNV), and click copy.
- Note your new Proposal ID (which becomes the Award ID and Customer Contract ID upon award generation) and Project ID (which becomes active upon award generation).
- Update the relevant fields in your new proposal—Title/Long Title will become the proposal/award name, and project name (will inherit when activated). Save changes. Users may want to update the proposal types, CFDA, PI ID, Department and subdivision, add attachments etc.
- When ready, submit your proposal (which locks the proposal from future edits).
- Generate award so that the project ID gets activated and becomes available for subsetting into the budget system.
- Ensure that the Grant Project check box is checked in the Create / Maintain Project screen in PeopleSoft’s Project Costing Module.

### Information Technology Projects Including Equipment and Software

Please refer to the [“Information Technology \(IT\) Accounts”](#) section in this document for guidance on Information Technology budget requests.

# Salary Items

## General Information

### Workdays:

BY, FY 2023-24/BY has 260 workdays (26.0 pay periods). BY+1, FY 2024-25, has 261 workdays (26.1 pay periods).

### Level of Budget:

In the budget system, all permanent salary positions are required to be budgeted by specific job class. All permanent salary positions are required to be ultimately budgeted by position number in addition to job class. For example, a single regular job class and Chartfield combination containing five full-time equivalent employees has five unique position numbers. Changing the budget for these five FTEs requires separate position entries in BFM. Temporary Salaries, overtime, premium pay, and holiday pay are budgeted as lump sums via special classes in BFM and are detailed at the special job class and Chartfield combination level. BFM assigns a position number with the prefix SPCL or NEWP to each unique special job class **series 999XX** and Chartfield combination (Note that temporary positions cannot exceed a six-month duration—please see your department’s human resources staff for the parameters of temporary staffing.). The Controller’s Budget Office does not reflect cost of living increases in lump sum budget accounts such as temporary, overtime, premium, and holiday pay; **departments are responsible for making these proposed changes manually in the budget system.**

### Full-Time Equivalents (FTEs):

In the budget system, positions are budgeted by position number by entering the starting pay period, and the standard hours per pay period. The system then calculates FTEs based on the values entered. One (1.0) FTE is equal to full time hours (80 hours per pay period) worked for a full year (starting in Pay Period 1). BFM defaults each regular job class position to 80 standard hours per FTE.

The screenshot shows the 'Form Positions' interface. At the top, there are 'Page Actions' (Close, New Position) and 'Import/Export Actions' (Template for Special, Close, Manage Funding Date and Allocation Records, Audit Trail). Below this is a table of positions:

Position	Employee Code	Last Name	First Name	Home Orgn	Job Class
00314437-1	00314437-1-F13123	SF	SF	228855	3633_C

Below the table is the 'Edit Form Position' form. It includes a search bar for 'Employee Code:\*' with the value '00314437-1-F13123' and a 'Save' button. There are two tabs: 'Employee' and 'Salary'. The 'Salary' tab is selected and contains the following fields:

- Lookup Salary Table (button)
- Salary Override:
- Override Salary:
- Salary Percentage:
- Benefit Percentage:
- Employee Count:
- Standard Hours:

Adjusting standard hours will change FTEs. For example, if the department is seeking a 0.5 FTE for the whole year, enter 40 hours per pay period for standard hours.

For special class job classes including 9993 attrition (excluding 9993 platform attrition), 9995 Positions Not Detailed, and TEMP, FTEs are calculated as the salary budget amount manually entered by departments divided

by the following citywide average salaries.

Salary Table	Job Class	Description	BY/BY+1 Amount
BTM	TEMPM_E	Temporary positions, miscellaneous	126,159
BTN	TEMPN_E	Temporary positions, nurses	220,289
BZM	9993M_C	Attrition, Miscellaneous	126,159
BZM	9996M_C	Estimated Project Funding, miscellaneous	126,159
BZN	9993N_C	Attrition, Nurses	220,289
BZU	9993U_P	Attrition, Uniform Police	158,834
BZU	9993U_F	Attrition, Uniform Fire	158,144
BZU	9993U_S	Attrition, Uniform Sheriff	143,064
BZM	9995M_E	Positions not detailed, miscellaneous, no FTEs	126,159

For the following special job classes, departments manually enter FTE and salary amounts only; BFM will automatically calculate benefit budgets. This may also include job classes that are “non-step/one-step”, and/or under a “non-city” MOU. Also see special class calculator section below.

1. 011X Commissioners
2. 9163 Transit Operator
3. 9993P Platform Attrition
4. 9910 Public Service Trainee
5. 9976 Technology Specialist I
6. 9978 Technology Specialist II
7. 9989 Executive Contract Employee with FBP
8. 9996 Estimated Project Funding
9. 9377 Port Feasibility Analyst

With the exception of 9995 Position Not Detailed for which there is no benefit budget, BFM automatically calculates the benefit budget for special job classes based on the FTE and salary budget. **Departments are discouraged from using the two special job classes 9995 Positions Not Detailed and 9996 Estimated Project Funding .**

Lastly, special class job class entries are entered in BFM using an Excel spreadsheet template that is exported and imported. Entries through the special class export/import are incremental, in that the FTEs and budget uploaded into BFM using the template are added to any existing special class job class budget previously entered in BFM for the department. Use the Special Class Calculator to determine what the salary entry should be to get to the desired total salary and fringe benefits. The Special Class Calculator can be found in BFM reports.

**New Positions:**

New positions should be budgeted for the amount of time the employee is expected to actually be on payroll in the fiscal year. As the recruitment process takes approximately three months, new positions for each fiscal year should not be budgeted with a “Start Pay Period”, the Funding Start Date in BFM, earlier than Pay Period 7 in the budget system, and the budget system defaults to this starting pay period. The Mayor’s Budget Office will review requested exceptions to this rule. New partial-year positions entered in BY will be annualized automatically by the system in the following year budget, BY+1, to reflect on going salary costs for the next full year. **All new positions default to Funding End Date of 6/30/2052. Please update the funding end date if this is**

not for an on-going position.

### Step Adjustments:

In the budget system, positions are budgeted at the top step of the normal range, which is typically step 5 with some exceptions. BFM primarily budgets positions that have extended steps at the highest extended step. The budget system includes step adjustment job classes to allow departments to reflect positions where actual salaries are less than the top step. Review projected costs and use the appropriate step adjustment class if there is a need to change the budget to reflect anticipated step adjustments. Departments must document and justify these changes in their budget explanations.

### Departmental Attrition Savings:

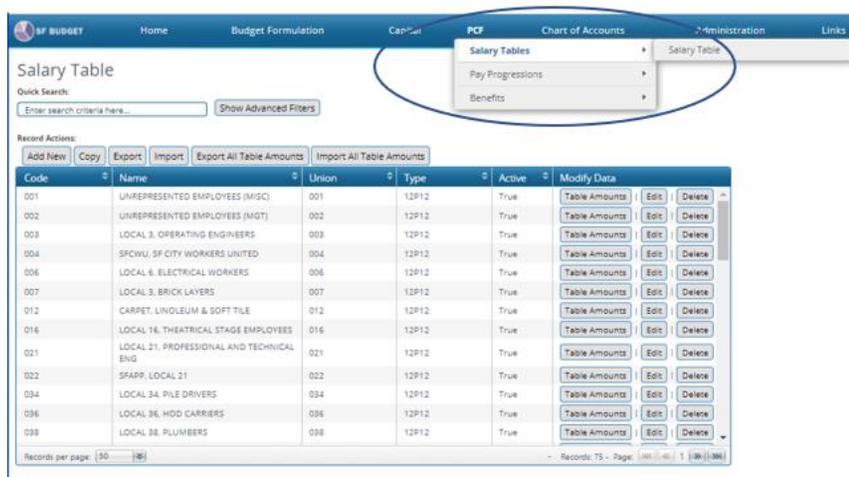
Departmental attrition savings is the anticipated amount of salaries that will not be expended due to normal departmental attrition, resulting in vacant positions for some period of time.

When attrition savings appears in the budget (the 9993X job classification series), the budget system will compute a negative FTE count so that the total position count reflects net funded positions. In the budget system, the negative count is computed using the citywide average salary and fringe benefit rates entered citywide for Misc., Safety, Nurses, Platform, Fire and Police. Attrition Savings is not position specific in the BFM Positions budget form and is a manual department entry. FTEs are calculated based on the citywide average.

### Adjustments Pursuant to Memoranda of Understanding and Labor Agreements:

The budget system has been updated for pay increases and/or wage concessions contained in labor agreements or memoranda of understanding (MOUs). Departments should not attempt to manually add cost of living adjustments to any specific job class salary and fringe benefit line items.

Note: Because the Controller's Office does not adjust the total dollar amounts for manually entered 9993 attrition, temporary (TEMP), overtime (OVER), holiday (HOLI), or premium (PREM) pay with wage increases, Departments are reminded that they need to manually adjust the budgets for attrition, temporary, and overtime, holiday pay, premiums and IDS (work order) recoveries to include negotiated pay increases. Salaries and Fringe rates tables are located under the PCF panel in BFM. In addition, the FTE Cost Report, 15.15.016 is available to see the full salary and benefits cost of a position.



### Non-Operating Budget Positions:

To allow for processing of position requisitions throughout the year, all City positions must be reflected in the Annual Salary Ordinance. The Salary Ordinance is extracted from the budget system; therefore, the budget system allows for listing all positions. Off-budget positions will be listed in the budget; however, the budget

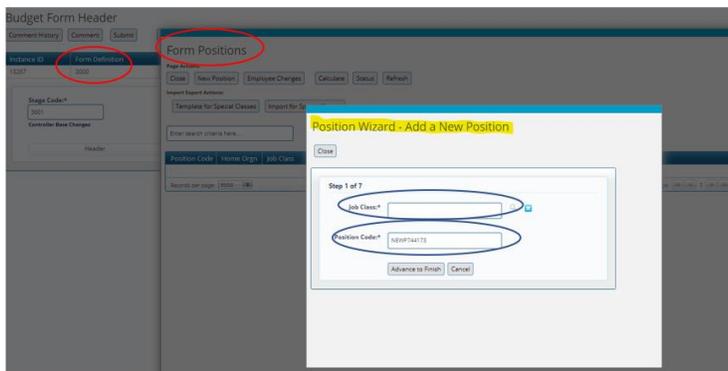
system will not calculate associated salaries and benefits, and FTEs associated with off-budget positions will be excluded from the grand recap position report and other position reports of the operating budget that specifically reflect budgeted (funded) positions.

- Use position status indicator “O” to account for off-budget positions that are not funded from the annual budget (e.g., positions which are funded from multi-year capital projects, some project-controlled grant funded positions or outside agencies).
- Departments must be able to provide supporting information showing justification and funding for non-operating budget “O” positions. Departments must ensure that the salary and fringe benefit budgets for off-budget positions are included elsewhere in the department’s budget submission.

## Position Coding

To create new positions in BFM, navigate to the Positions budget form under Budget Formulation > Expenditures by Division (3000) and follow the steps in the position wizard where a new generic position number will be generated. Information regarding position codes can be found by selecting the magnifying glass next to each box within the position wizard. For reference, information regarding position codes include:

- classification code (4 characters);
- retirement indicator (appended to the classification code);
- position status indicator; and
- position action indicator.



### Classification Code:

The classification code is a four-character code which uniquely defines a position title and salary range. Proposed new classification codes must be approved and have a rate of pay assigned (contact Department of Human resources or the Civil Service Commission) before they will be accepted into the budget system. Temporary appointments to such positions will not be approved prior to formal classification action.

For example, job class 1424 Clerk Typist appears as an account in the budget system rolling up to account 5010, Salaries. When the BY budget is interfaced into PeopleSoft, job class 1424 will automatically be converted to the salary account 501010, Permanent Salaries Miscellaneous.

### Retirement Indicator:

A retirement indicator is an alphabetic character appended to the job classification code that allows the budget system to automatically calculate retirement and Social Security costs. Each position record must contain one of the following codes:

- C - Regular City Retirement (Miscellaneous Employees)
- E - Exempt from retirement. This indicator should be used for temporary, premium, holiday and overtime pay that are not retirement pay-eligible. **Note: retirement membership is extended to**

**non-permanent employees who have at least 1040 hours (6 months full time) of service.**

- F** - City Retirement - Fire (Excludes FICA costs as fire job classes do not participate in Social Security)
- P** - City Retirement - Police (Excludes FICA costs as police job classes do not participate in Social Security)
- S** - State Retirement (CalPERS Safety-Excludes FICA costs as these job classes do not participate in Social Security)
- X** - Uniform Exempt from Social Security. The "X" retirement indicator was created in the budget system to distinguish uniform salary accounts for premiums, overtime and holiday pay which are subject to Medicare tax but not Social Security (FICA).

Special class job classes in BFM also use the retirement indicators listed above.

**Position Status Indicator:**

A Position Status Indicator identifies the type of position that is being entered. The following are valid Position Status Indicators:

- A** - Regular Position: used for regular on-going positions.
- G** - Grant Funded: used for positions funded by grant revenues in the budget.
- L** - Limited Duration: used for positions with a definite duration, e.g., bond funded projects (even if the duration is several years). Note: Limited Duration positions can only be entered in the "Limited Entry" cube and will be defined as ending within three fiscal years.
- O** - Non-Operating Budget funded: used to allow non-operating budget positions such as those funded from bond proceeds for capital projects to be included in the Annual Salary Ordinance. These positions will be excluded in position count reports for the City's operating budget. Salaries and Fringe Benefits are not calculated for this position status.
- S** - Special Class: used for special class entries that are not paid a fixed hourly rate or other classes with special rates. Departments must manually enter a salary budget, which will ultimately populate "salary override" in BFM. This position status will reflect position numbers with NEWPXXXXXX or numeric-digit designated position numbers 01XXXXXX.

**Position Action Indicators:**

A Position Action Indicator is required if a change is being made. It identifies the type of change being entered. The following are valid Position Action Indicators:

- C** - Change Status – changing a job class position indicator (e.g. from "A" to "O"). For position entries that involve reassignment as well as change status, use the C - change state position action indicator.

- D - Deleted** - used when deleting an existing position in the base where no substitution is made.
- H - Change FTE** – changing the FTE of an existing job class by adjusting either the number of standard hours, the Funding Start Date, or both. An example would be the delaying of a new position created in FY 2024-25 and approved during last year’s budget process.

**Merge – MF and MT** - Requires two entries for the position merging from (MF) and the position merging to (MT) when departments are blending two positions to create a single new one. The purpose of this action indicator is to add together partial positions to sum up to no more than 1.0 FTE in the same job class.

- N - New** - used to identify any newly requested full or part-time position that does not qualify as continuing, reassignment, reclassification, or substitution.

Note: For positions that were newly created in the current year and not part of departments’ base budgets, please use the N new indicator and note this in the justification field. *In the prior system the Q indicator was used.* Please contact your Budget and Analysis Division analyst as needed.

- Q -** If a position was added via a supplemental appropriation ordinance during the year.
- R - Reassignment** - used to identify positions that are reassigned from one cost center (fund ID, department ID, authority ID, project-activity) to another. Use the R – reassignment position action indicator for entries that reassign existing positions in the base budget to different funding sources, i.e. chartfield strings only.
- S - Substitutions** - used to request a trade of one position or more for another position or to reclassify a position. Substitutions may be upward (switching for another position where the rate of pay is higher than the prior position), or downward (switching for another position where the rate of pay is lower). Proposed reclassifications should be identified with an “S” position action indicator. For position entries that combine substitutions and reassignments, use the S – Substitutions position status indicator. For position entries that combine substitution, reassignments, and changing of the position status indicator, use the S – Substitutions position status indicator.

**TF -** Transfer of Function, similar to a reassignment but for this specific purpose

**Special Position Classes (Lump Sum \$ amounts):**

The following special classification numbers, in particular, have been created in the budget system to accommodate budgeting needs:

9993x (Used to record normal Attrition savings):

9993M\_C Attrition Savings - Miscellaneous

9993N\_C Attrition Savings - Nurses

9993P\_C Attrition Savings - Platform

9993U\_F Attrition Savings – Fire

9993U\_P Attrition Savings – Police

9993U\_S Attrition Savings - Safety

9994x (Used to budget for MEA Range B & C adjustments):

9994M\_C MCCP Offset – Misc.

STEP x (Used to reflect step adjustment changes):

STEPM\_C Step Adjustment, Miscellaneous

STEPN\_C Step Adjustment, Nurses

STEPU\_F Step Adjustment, Fire

STEPU\_P Step Adjustment, Police

STEPU\_S Step Adjustment, Safety

For all the classes listed above departments should always select the special class job class with the appropriate retirement indicator to ensure that corresponding fringe benefit savings by account will automatically be computed.

### **New Positions, Substitutions, Reassignments, & Temporary Exchanges**

For proposed new positions, substitutions, and reclassifications, the following information must be included in the budget checklist and form 3B, Position Changes of the Department Budget Submission workbook

#### **Reassignments**

Use reassignments to move positions from one funding source to another as discussed above.

If the reassignment is not approved, the prior reassignment will be unapproved in BFM, thereby restoring the position to the original funding source in the base budget. Departments must confirm that the funding sources involved in reassignments are appropriate. For example, if a position is currently supported 100% by grant or work order funds, in many cases moving it to a General Fund project-activity may not be ultimately supported. Departments should consult with the Controller's Budget Office if they have questions on this issue (e.g., multiple fund project-activity controlled sources).

Note: Substitutions and Reassignments cannot be used to reduce FTE count or "cut" positions. The FTEs in the negative N-records and the positive F-records of substitutions and reassignments must be equal in magnitude and opposite in sign in the budget reports.

#### **Temporary Exchanges**

All positions that were temporarily exchanged, "TX-ed" (assigned to a different job class position budget funding) in the current year should be substituted in the BY submission to reflect the classification of actual duties performed.

### **Account Codes: Salaries and Fringe Benefits**

#### **501000-501010 Permanent Salaries**

All existing positions in permanent salaries are budgeted at the full yearly rate. Any savings which would accrue from a position being vacant for some portion of the fiscal year should be netted in the amount requested for attrition savings. Please note that for all regular job classes' salaries, there are no separate chart of accounts for Miscellaneous Employees, Uniform Police and Fire, Muni Operators and Registered Nurses; all will be budgeted within the permanent salaries chart of account.

#### **Temporary Salaries**

Temporary salaries are distinguished by job classification TEMP and are budgeted under account 505010 Temp Misc Regular Salaries and 506010 Temp Nurse Regular Salaries. Thus, in tracking temporary salary expenditures, departments must break down expenditures in regular salaries account 5010 by job classification and account.

Departments should manually include an estimate for the cost of wage increases contained in the Memorandums of Understanding (MOUs) in temporary salary budget lines; the Controller's Office will not make

automatic adjustments in the corresponding accounts.

Temporary positions cannot exceed six months. Positions expected to last longer than six months must be budgeted as permanent salaries with a position indicator such as “G”, “O” or “L”. The Temporary Salary account is limited to hiring employees that are, in the opinion of the Human Resources, appropriate for the department and the temporary purpose of the request.

**509000-509010 Premium Pay**

Show all premium pay types, including standby pay and differential pay, in the Premium Pay accounts. **The Controller’s Office does not make automatic adjustments in premium pay accounts.** For those Premium Pay types which are a percentage of base salary amounts, include the cost of anticipated wage increases in the amounts budgeted.

**501070; 503080; 510050; 510210; 512050 Holiday  
Pay, Incentive Pay, Retirement Payout and  
511000-511060 Overtime Pay**

Overtime, Holiday Pay, Incentive Pay, and Retirement Payout will be displayed in the budget system as a total amount in the respective account without position (job class) detail.

Amounts budgeted for overtime, holiday pay, incentive pay and retirement payout should include the cost of wage increases contained in MOUs. The Controller’s Budget Office does not make automatic adjustments in these accounts. Each department is responsible for making their own proposed adjustments.

**513000-51990 Mandatory Fringe Benefits**

The budget system automatically calculates fringe benefits based on position detail (job class and employee organization) or amounts in benefits accounts (with the exception of the administrative and retiree health subsidy costs for health services). **Departments are therefore restricted from entering fringe benefit data for the following:**

**Auto-calculated benefits:**

- Retirement – SFERS City 513010, 513030 or PERS, 513090
- Retirement Pick-up, 513710
- Social Security, 514010
- Social Security – Medicare, 514020
- Health Service – City Match, 515010
- Dependent Health Coverage, 515710
- MEA Flexible Health Benefits, 519110
- Dental, 516010
- FUTA, 517010
- Long-Term Disability, 519120
- Prop B and Prop C retiree health contributions for actives, 515020 and 515030

and

**Manually entered fringe benefits:**

- Health Service – Retiree Health Subsidy Cost, 515610
- Health Service – Administrative Cost, 515110

The method of calculation of each fringe benefit is described below.



**513000-513090 City or PERS Retirement**

These accounts are computed based on the retirement indicator.

- SFERS - In November 2011, Proposition C adjusted the City retirement contribution, to reflect different City contributions based on wages. The budget system has grouped salaries into three levels, referred to as tiers, based on increasing compensation, and applied retirement contributions based on these rates. The following table shows the City’s portion of retirement rates:

	BY (FY 2023-24)	BY+1 (FY 2024-25)
<b>SFERS Miscellaneous Employees*:</b>		
Less than \$ 68,494 per year	16.42%	13.71%
Between \$ 68,494 and \$ 136,988 per year	14.97%	12.75%
Greater than \$ 136,988 per year	14.49%	12.27%
<b>SFERS Uniform Employees* (Police and Fire)</b>		
Less than \$68,494 per year	14.72%	12.50%
Between \$68,494 and \$ 142,043 per year	14.72%	12.50%
Greater than \$142,043 per year	14.72%	12.50%
<b>CalPERS Employees*</b>		
Less than \$68,494 per year	54.08%	49.63%
Between \$68,494 and \$136,989 per year	54.08%	49.63%
Greater than \$136,989 per year	54.08%	49.63%

\*The salary base that determines each threshold varies with CPI growth each year; November 2011 Proposition C pension reform is reflected in these rates.

As these rates are updated by the Retirement System, the Controller’s Office will update these rates in BFM.

**Departments must use the correct retirement indicator so BFM will correctly update rates if they are adjusted.**

**513710-513790 Retirement Pick-up**

The Controller’s Budget Office may adjust retirement pick-up rates to reflect negotiated BY MOU agreements as labor agreements are reached.

Do not compute the amount required for retirement pick-up. The Controller's Budget Office will budget these amounts based on negotiated MOUs.

**514000-514010 Social Security Tax (FICA)**

The Social Security tax rate remains the same at 6.20% for BY and BY+1 for both the employer and the employee. FY 2023-24 and 2024-25 wage bases are capped at \$167,393 and \$182,424, respectively.

**514020 Social Security - Medicare**

Social Security-Medicare is computed at a rate of 1.45% of salaries or wages paid for each the employer and the employee. There is no wage base cap for Medicare.

**515010 Health Service - City Match**

This refers to the City’s cost for paying for the cost of only the employee and no dependents. The Health Services City Match rate of contribution per year varies for most employees. The amount entered for a job class is the weighted average contribution based on the number of employees in each bargaining unit enrolled in the various health plans offered by the City. An estimated medical inflation factor has been included in the base budget. These benefits will be updated by the Controller’s Budget Office per Health Service System updates, (See also accounts 515710 and 516010).

**515020-515030 Retiree Health for Actives**

This refers to the City's contributions to the Retiree Health Care Trust Fund to fund health benefits for future retirees. This is calculated in the budget system as 1% of the salary budget for all job classes except Commissioners and temporary positions. Employees' required contributions to the Trust are not reflected in the budget system.

**515710 Health Service - Dependent Coverage**

This refers to the City's cost for health care for employee's dependents. The Controller's Office will budget these amounts based on MOUs and Health Service System enrollment records. An estimated medical inflation factor has been included in the base budget.

**515510 Health Service - Administrative Cost**

The Health Service System calculates this line item based on employee and retiree enrollment records. Costs are allocated to each department/fund based on the number of active members in the health system. The Controller's Budget Office will enter the applicable rate and amount adjustments into the budget system.

**515610 Health Service – Retiree Health Subsidy Cost**

This account captures the contribution to current retirees' health care. If the employee is vested for health service upon retirement, the department that the employee retires from will receive the budget and charges for that retiree's health service subsidy, regardless of the employee's employment history. The Controller's Budget Office will enter the amount into the budget system, based on information from the Health Service System.

**516010 Dental Benefit**

The BY and BY+1 average rates of contribution are updated in the budget system by the Controller's Budget Office and can be referenced by running Report 15.15.002. The amounts are computed in the budget system by multiplying the City contribution by the number of employees shown in the budget. An estimated medical inflation factor has been included in the base budget.

**517010 Unemployment Insurance**

The City is directly billed by the State for any unemployment benefits paid to City employees. The current budgeted rate for BY and BY+1 can be referenced by running Report 15.15.002. The budgeted rate for unemployment insurance costs may change because of factors including required minimum benefit payments and recent and projected costs. The Controller's Budget Office updates this rate upon review of the balance in the unemployment insurance fund.

**519110 Flexible Benefit Package**

This account is used to record the cost of flexible benefit plans that are currently authorized for members of MEA. The amount will be computed in the budget system.

**519010 Fringe Adjustments-Budget**

This account is only used by the Controller's Budget Office during budget balancing. Departments should not use this account in their budget submission. However, for Department Request Stage, where applicable, departments will need to remove use of the 519010 account in their proposed budgets, as this is reserved for Controller's Office balancing and will be checked at the end of the department phase.

# Non-Salary Items

## General Information

At a minimum, departments are required to use the accounts listed below for budgeting non-salary requests. The required budget accounts are also highlighted in the Chart of Accounts.

## Account Codes

### **520190/520290**            **Department Overhead/ Division Overhead**

Use account 520190 for department-level and account 520290 for division-level administrative costs.

### **520100**                    **Overhead Recovery**

Use account 520100 to budget overhead recovery as a **negative** value.

### **520010**                    **Indirect Cost Reimbursement / City Overhead (Full Cost Plan)**

Section 10.199 of the San Francisco Administrative Code requires departments funded by Non-General Fund revenues to include an amount for City overhead in their budget requests. This amount will be transferred to the General Fund to support the estimated costs of services rendered and facilities provided by General Fund agencies. In FY 2009-10, the Controller's Office began direct-charging the Full Cost Plan, which is similar to the State's County Wide Cost Allocation Plan (COWCAP) instead of billing departments monthly.

The Controller's Budget Office calculates the Full Cost Plan and enters the costs into the budget during the Mayor phase of the process. **Departments should not change the amounts entered by the Controller's Budget Office. For BY+1, the calculated amount for BY will be applied.**

### **521030**                    **Air Travel**

### **521050**                    **Non-Air Travel**

Air travel and non-air travel should be budgeted separately in accounts 521030 and 521050, respectively. Pursuant to Executive Order 07-13, for BY and BY+1, 13% of the city's air travel budget will be used support the Carbon Fund, which sustains local projects that offset greenhouse gas emissions through the Department of the Environment. The Mayor's Office and the Controller's Office will work with Departments to determine the best means for implementing this program.

Use these accounts for all types of travel, including travel to and from training or professional development activities. Note that Section A8.410 of the San Francisco Charter and Section 10.28-1 of the San Francisco Administrative Codes provide that attendance at meetings or other events shall only be allowed when funds have been specifically appropriated for the purpose. Examples of these meetings and events are out-of-town conferences, seminars, and symposiums held by local or national professional organizations for the purpose of interchanging ideas or knowledge, discussing matters of concern, and giving or collecting up-to-date information critical to the operation of city departments.

### **522000**                    **Training**

Staff development and training are those activities where City employees participate in specific coursework involving structured training to acquire, enhance, or improve their work-related knowledge and skills. Attendance may be held in or out of the City. Employees attending out of town training may incur travel-related expenses in addition to the registration/tuition fees. Budget funds for staff development or training expenses (other than Human Resources management training) under this account.

Budget amounts requested for travel to and from the training and accommodations while at the training under account 521000 Travel and/or 521030 Air Travel.

**524010            *Membership Dues***

Section 16.6 of the San Francisco Administrative Code lists allowable membership organizations for city departments.

**525000            *Entertainment and Promotion***

Provide the purpose for proposed expenditures of this nature, the estimated number of proposed events, and the estimated attendance in the Program Expenditure Report (Mayor's Budget Instruction Form 3A).

**526000            *Court Fees and Other Compensation***

Use account 526000 only for fee-based costs (e.g., outside attorneys, arbitrators and expert witnesses). Salary-related costs for members of Boards and Commissions are captured in account 501000, Permanent Salaries – Miscellaneous, using classifications specific to Commissioner positions. Contact the Controller's Budget Office if you have questions regarding Commissioner compensation.

**527000            *Professional and Specialized Services***

Generally, services for the City and County of San Francisco are performed by positions filled through civil service examination. San Francisco Charter Section 10.104.15 provides for situations exempt from this requirement. Section 10.104.15, commonly referred to as the "Prop J" certification, whereby services may be accomplished by private contract if it is determined that "...the work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County..." This same section also prohibits the contracting of any work or services that the San Francisco Charter or other applicable law requires officers and employees of the City to perform.

If a department wants to contract out services under Section 10.104.15, it should consult with Human Resources Employee Relations Division regarding MOUs with the affected City classifications, with the Office of Contract Administration regarding the feasibility and estimated price levels to procure needed services, and the Controller's Budget Office to review the fiscal impact and requirements for securing the Controller's "Prop J" certification. **Departments must complete the required reporting materials for the Controller to review (see Contracting Out, "Prop. J" Required Reporting Materials).**

***Proposition J Requirements***

All departments that have or will have Proposition J "Prop J" certified contracts during BY must submit a Prop J analysis to the Controller's Office with its budget submission, per the San Francisco Charter. **All departments should submit a Prop J analysis for BY 2023-24, with the exception of the Airport, Port, SFPUC, and SFMTA.** The fixed budget departments, Airport, Port, Public Utilities Commission and Municipal Transportation Agency do not need to resubmit FY 2023-2024 Prop J analyses unless there have been changes since the analysis last year. In that case, updated Prop J analyses should be submitted.

The purpose of this analysis is for the Controller's Office to certify that it is less expensive or would be less expensive for a service to be delivered by a private contractor instead of by City employees performing the work. Departments are asked to submit the components of the contracted work, including salary and benefit costs, materials and supplies, equipment and/or capital items that would be required by the City to perform the same work. The City costs should also be provided, so that a side-by-side comparison identifies the cost difference between a contractor vs. city staff performing the work.

Once the Controller has analyzed the submission materials and determined the contracting alternative is less costly, a formal certification letter is issued to the submitting department. Ultimately, the Office of Contract Administration awards the contract once all contracting requirements have been met and funds encumbered.

**Please note, for fixed and non-fixed budget departments any new Prop J contracts should be submitted for BY along with the department’s budget submission.**

Departments may contact the Controller’s Budget Office analyst to help them navigate the “Prop J” process.

**530000                    *Rents and Leases-Building and Structures***

Departments with leased facilities or required to make lease payments should budget in account 530000.

**540000                    *Materials and Supplies***

Budget equipment valued at \$5,000 or less (unit cost) and with a useful life of less than three years as Materials and Supplies rather than Equipment. The individual components of this account are shown in the Chart of Accounts.

Departments may budget purchase of desktop computers and other computer equipment with a unit cost of less than \$5,000 under Materials and Supplies. However, when a department is buying desktop computers as part of a larger purchase of an information services system that includes network equipment and other components, the total purchase including the related desktop computers should be requested under equipment.

**540010                    *Materials & Supplies – One-Time Budget Items***

Equipment purchased on a one-time basis, with a unit cost of \$5,000 or less and a useful life of less than three years should be budgeted in 540010. Contact the Controller’s Budget Office with any questions on which account to use.

**570000                    *Debt Service***

The Controller’s Office, including the Office of Public Finance, and the Mayor’s Budget Office work together to estimate debt services costs; departments should not make entries in these debt service accounts. When the entries are ultimately made, they will show the amount of interest and redemption for each issue of:

1. General Obligation Bonds
2. Revenue Bonds
3. Bonds assumed from the State of California

Please contact the Mayor’s Budget Office or the Controller's Budget Office for any information and questions regarding Debt Service.

# Equipment Purchase and Equipment Lease-Purchase

## General Information

Equipment with a unit cost of \$5,000 or more, including all taxes and fees, and a useful life of three years or more must be itemized in the budget. Budget all items with a unit cost of less than \$5,000 in materials and supplies.

Equipment amounts are treated as one-time, therefore will not be rolled over from the BY budget to the BY+1 base budget, (amounts adopted in the second year of the prior year's two-year budget will remain, but they will not roll forward). Note that the Controller's Budget Office will continue to enter lease payment amounts for all on-going obligations under the CCSF Finance Corporation.

## Equipment Numbers

Each equipment item must be detailed as part of the budget request. In the budget system, a minimum eight-character equipment number is used to distinguish each equipment item. The first three characters are the department group code. The next two characters indicate the SECOND half of the fiscal year (i.e., "24" for FY 2023-24), and the last two positions are sequencing numbers. A separate field indicates whether the item is new "N" or replacement "R" equipment. **For equipment funded in operating budgets, equipment numbers will be finalized following allocation of citywide equipment during Mayor phase. BFM autogenerates several equipment numbers for each department.**

## Account Codes

### **560000**                      **Equipment Purchase**

The City's accounting policy defines equipment as those items having a unit cost of over \$5,000 and a useful life of three years or more. Equipment includes moveable personal property of a relatively permanent nature and of significant value such as furniture, machines, tools and vehicles.

### **561000**                      **New Lease Purchases (Third-Party and Vendor)**

Budget new third party/vendor lease purchase requests in account 561000 and provide a request to the Mayor's Budget Office. Include a description and justification for the equipment, unit cost, count, total cost, length of time you would like to lease purchase the equipment (lease term), and an estimate of the annual lease payment. The lease term may not be more than the useful life of the equipment. The useful life is the manufacturer's estimate of the usefulness of the equipment before it becomes obsolete or not cost-effective to service, not a department's assumption of useful life. Equipment with a total cost of less than \$10,000 cannot be lease purchased without prior approval of the Purchaser (Office of Procurement). Equipment of this value would not be cost-effective to lease purchase.

### **562000**                      **Existing Lease Purchases (Third-Party and Vendor)**

Include an amount for existing third-party lease payments in account 562000. Provide justification for these budget amounts in the Program Expenditure Report (Mayor's Budget Instructions Form 3). Provide the amount of the budget year lease payment, the name of the lessor or financing organization, and the number of payments remaining (including the budget year payment) until the City owns the equipment. Failure to provide this information will result in the budget figure being zeroed out of the target budget.

### **563990**                      **New Lease Purchases (CCSF Finance Corporation)**

The CCSF Finance Corporation is the City's non-profit corporation set up to lease purchase equipment and is managed by the Controller's Office of Public Finance. Submit all requests for new lease finance purchases through the CCSF Finance Corporation to the Mayor's Budget Office using the Equipment Request Form of the budget submission package.

**564990 Existing Lease Purchases (CCSF Finance Corporation)**

Amounts to be budgeted for existing lease-purchase obligations through the Finance Corporation, this will be entered into the budget system by the Controller's Budget Office.

## **Capital Projects and Facilities Maintenance**

All capital requests including capital requests that are reviewed and approved by CPC must be entered in BFM's capital module. Please refer to Appendix E and the following user guides for using the capital module in BFM to enter capital requests:

- **For entering general fund supported (GFS) capital requests that are funded by CPC and for entering non-general fund supported (NGFS) capital requests that are reviewed by CPC:** See online SF End User Training – Capital Projects.
- **For entering non-general fund supported (NGFS) capital requests that are *not* reviewed by CPC and that are self-funded by departments:** See online SF End User Training – 7300 Capital – Non-CPC.

# Interdepartmental Services

(Formerly known as Work Orders)

## Instructions

Interdepartmental Services (IDS) are used by a department to budget for the services of another department. BFM will automatically balance the budget based on the requesting department, aka the department that is buying services from another department via a 581xx in their budget.

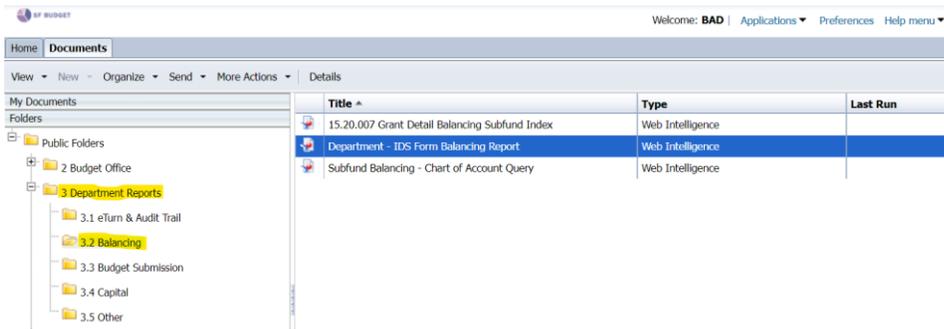
There are two types of interdepartmental services – voluntary/discretionary agreements between departments and required interdepartmental services. Required services are outlined below and should not be changed during the department phase of the budget process, as they will be centrally loaded by the Mayor’s Budget Office and/or the Controller’s Office. A department may not apply IDS funds to itself. Providing (Performing) departments (departments that are doing the work) must be able to produce documentation upon request outlining the agreement with the requesting department (the department for whom the work is being done).

IDS budget requests must be discussed and agreed to by both requesting and performing departments. Departments should retain documentation of IDS agreements, such as an MOU signed by both departments, in the event that issues arise during the budget process or budget year.

All departments budgeting for IDS must consult with the performing department to ensure the costs of such services are estimated accurately. The Controller’s Budget Office will adjust salaries for cost of living increases in IDS funds. **Performing departments that anticipate an increase in the labor cost or other costs of services must include these anticipated cost increases in the Department Budget Request submission.**

Performing departments must submit a schedule of the funds expected from requesting departments and ensure that the IDS costs are fully covered by such funds. The requesting departments drive the spending authority for IDS departments. Performing departments must ensure that the total cost of services to be performed for other departments, including the negotiated MOU adjustments, is supported by budgeted requests. **It is critical that all interdepartmental services are balanced, where the revenue from the department buying the services from the performing department matches the costs for those services in the performing department’s budget.** If submitted budgets do not include balanced IDS, the Controller’s Budget Office will balance based on the requesting department’s IDS.

To assist performing departments in balancing their expenditure budgets with supporting request levels, departments will be able to use the budget system to run reports. Report “Department - IDS Form Balancing Report”, in BFM under Links > BFM Reporting > 3 Department Reports > 3.2 Balancing , includes several tabs that show Requesting and Providing departments with corresponding Department Pair and WO Reference ID. Requests have WO (work order) Reference ID’s. Providing (Performing) departments should work with requesting departments to determine how the IDS billing process will be handled. Contact the Controller’s Budget Office with any questions about the IDS balancing process. For instructions on running reports from the budget system, see the system user guide.



## Account Codes

The following is a subset of IDS account codes with select general descriptions. Please refer to **Section 1 - New Instructions & Key Reminders** of these instructions for specific instructions regarding citywide interdepartmental services and other citywide budget entry accounts. Overall, 581xx is the account for Services of other departments, the costs in the “buying” (Requesting) departments. See the Chart of Accounts for a complete list of account codes to use. Revenues to recover these funds are in the “performing” (Providing) departments, 486xx.

The following select interdepartmental services accounts are shown below. Note that accounts with “**R**” indicate that they are centrally loaded and that the Mayor’s Office will adjust these during the Mayor’s phase of the budget – **departments should not make any adjustments to these “R” accounts.**

## Centrally Loaded Interdepartmental Services

### ADM

**581083 ADM Real Estate 49SVN Rent, R**

Covers the rent for occupied space in 49 SVN. Rent covers the cost to maintain and operate the building.

**581084 ADM Permit Center, R**

Covers the operating costs for the Permit Center at 49 SVN.

**581820 Is-Purch-Reproduction, R**

Covers reproduction services. ADM will work with departments and the Mayor’s Budget Office to determine the IDS amounts for these services.

**581065 ADM-Real Estate Special Svcs, R**

**581170 GF-Risk Management Svcs (AAO), R**

**581410 GF-GSA-Facilities Mgmt Svcs, R**

**581500 GF-Human Rights Commission, R**

**581650 Leases Paid to Real Estate, R**

**581710 Is-Purch-Centr Shop-AutoMaint, R**

**581740 Is-Purch-Centr Shop-FuelStock, R**

**581750 GF-Purch-General Office, R**

**581860 GF-Real Estate Service, R**

**581890 GF-Rent Paid to Real Estate, R**

### CON

**581130 GF-Controller Internal Audits, R**

Services provided by the Controller’s City Services Auditor Division (CSA). The City Charter, Appendix F,

section F1.113 allocates 0.2% of the City’s overall budget, appointed by fund and excluding bond related debt, to CSA. Departments will be charged directly for CSA staff time, professional services, and associated project costs based on an hourly rate for CSA staff time and direct expenditures for all other costs. Department projects will be budgeted in each department’s IDS and billed on a quarterly basis.

**581245 GF-CON-Information System Ops, R**

Operating costs incurred by the Controller’s Office Systems Division. The Systems Division provides services to departments by operating and maintaining the City’s Financials and Procurement System, People & Pay System, Reports & Analytics System, and SF Open Book. The Mayor’s Budget Office and the Controller’s Office will determine the IDS amounts required of each department to sustain the level of service required.

**DHR**

IDS - centrally loaded

Quick Search:  [Show Advanced Filters](#)

Record Actions:

Form ID	Description	Stage	Department	WO Ref #:	Form Rows	Last Update	Last User	Submit	Actions
15061	Centrally Loaded IDS - HRD-DIVERSITY-EQUITY	8201	ALL	HRD-DIVERSITY-EQUITY	NC	8/31/2022	brandon.hausa	<a href="#">Submit</a>	<a href="#">Detail</a>
15062	Centrally Loaded IDS - HRD-EEO	8201	ALL	HRD-EEO	NC	8/31/2022	brandon.hausa	<a href="#">Submit</a>	<a href="#">Detail</a>
15063	Centrally Loaded IDS - HRD-EEO-DATABASE	8201	ALL	HRD-EEO-DATABASE	NC	8/31/2022	brandon.hausa	<a href="#">Submit</a>	<a href="#">Detail</a>
15064	Centrally Loaded IDS - HRD-EEO-LEAVEMGMT	8201	ALL	HRD-EEO-LEAVEMGMT	NC	8/31/2022	brandon.hausa	<a href="#">Submit</a>	<a href="#">Detail</a>
15065	Centrally Loaded IDS - HRD-EMPLOYEERELATIONS	8201	ALL	HRD-EMPLOYEERELATIONS	NC	8/31/2022	brandon.hausa	<a href="#">Submit</a>	<a href="#">Detail</a>
15066	Centrally Loaded IDS - HRD-HR-MODERNIZATION	8201	ALL	HRD-HR-MODERNIZATION	NC	8/31/2022	brandon.hausa	<a href="#">Submit</a>	<a href="#">Detail</a>
15067	Centrally Loaded IDS - HRD-WORKERSCOMPLAINTS	8201	ALL	HRD-WORKERSCOMPLAINTS	NC	11/15/2022	brandon.hausa	<a href="#">Submit</a>	<a href="#">Detail</a>

Records per page: 50 | Records: 7 - Page: 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | 111 | 112 | 113

**581460 Workers’ Compensation, R**

Worker's Compensation for departments is loaded in Mayor phase.

**581480 Employee Relations/Negotiations, R**

Records the cost of citywide employee relations and negotiations and is based on the number of employees in each fund.

**581430 GF-HR-Equal Employment Opportunity, R**

Includes Citywide Services in DHR’s Citywide Equal Employment Opportunity division. Departments with existing EEO work orders will see updates to account for Citywide costs.

**581015 Human Resources Modernization, R**

Includes costs related to the new Applicant Tracking System (SmartRecruiter) and DHR’s HR Modernization work.

**581016 Diversity Equity Inclusion, R**

Includes personnel and programs costs for DHR’s citywide DEI initiatives.

**581017 HR- Equal Employment Opportunity Database, R**

Includes costs for Equal Employment Opportunity Database.

**581018 HR- Equal Employment Opportunity Leave Management Reasonable Accommodations, R**

Includes costs for Equal Employment Opportunity Leave Management Reasonable Accommodations.

**581620 GF HR Management Benefits Admin System, R**

Includes costs for Management Benefits Admin System.

**DTIS**

**581210 DT Technology Infrastructure, R**

IT enterprise services provided by Department of Technology (DT), such as maintaining the City's data networks, internet access, 800 MHz emergency radio system, and enterprise application support. DT works with departments, the Mayor's Budget Office and the Controller's Budget Office to determine the interdepartmental services amounts required of each department to sustain basic levels of service. Additional Department-specific technology projects requiring DT support are budgeted separately using account 581140.

**581280 DT SFGov TV Services, R**

Covers costs for services provided by SFGTV to client departments, which include video production, meeting coverage, and video streaming services. For more information, contact Jack Chin at [Jack.Chin@sfgov.org](mailto:Jack.Chin@sfgov.org) or 415-554-4109.

**581325 DT Enterprise Tech Contracts, R**

Citywide technology enterprise contracts administered by DT, currently including: 0365 (email and office products), VMWare, Commvault, ESRI (Environment Systems Research Institute for GIS) and Adobe (Acrobat & Creative Cloud). For more information, contact Elaine Benvenuti at [Elaine.Benvenuti@sfgov.org](mailto:Elaine.Benvenuti@sfgov.org) or 415-581-3923.

**581360 DT Telecommunications Services, R**

Telecommunications system monthly charges, maintenance and support, including landlines, cellular phone service, satellite phone service, circuits, pagers, PBX maintenance, and Voice over Internet Protocol (VoIP)/unified communications systems. DT provides each department their budget recommendation based on analysis of usage activity and future plans provided by Departments. For more information, contact Elaine Benvenuti at [Elaine.Benvenuti@sfgov.org](mailto:Elaine.Benvenuti@sfgov.org) or 415-581-3923.

**PUC**

**581051/581064/581063 Water/Power/Sewer Service Charges, R**

For FY 2024 (BY), the Controller's Budget Office will roll over budget amounts for 581051 (water), 581064 (power), and 581063 (sewer) from the adopted Board amounts from the prior year's FY 2024 (BY+1) into the FY 2024 base. These are citywide IDS and will be loaded in Mayor phase.

**Non-Centrally Loaded Interdepartmental Services**

**DHR**

**581440 GF-Recruitment and Assessment Work Order**

Human Resources recovery for special exams and classification work is budgeted in 581440.

**581450 HR Management Training**

581450 records training offered through the Department of Human Resources.

**581470 Client Services/Recruitment and Assessment Services**

Account 581470 accounts for the cost of DHR's Client Services (for those departments using this service), as well as the cost of on-going Recruitment and Assessment Services work.

**581490 Health and Safety-Federal Drug Testing**

The federal government requires drug testing for employees in certain positions. Human Resources will determine the cost to each department by computing the total cost to administer the program divided by the total number of eligible positions in each department.

**581560 GF-HR-Tuition Reimbursement Work Order**

Human Resources recovery for tuition reimbursement is budgeted in 581560.

**581600 GF-HR-Tuition Reimbursement Aap**

Human Resources recovery for tuition reimbursement (Aap) is budgeted in 581600.

**DTIS**

**581140 DT Technology Projects**

DT Department-specific projects and services not included in the base network infrastructure support covered by the Department's infrastructure allocation in account 581210. This includes facility wiring projects and special technology installations, or purchases managed by DT. These requests are usually funded from Departmental project or facility maintenance budgets. For more information, contact Elaine Benvenuti at [Elaine.Benvenuti@sfgov.org](mailto:Elaine.Benvenuti@sfgov.org) or 415-581-3923.

**486xxx Recoveries**

IDS recoveries are no longer budgeted as negative expenditures but budgeted as positive value as revenue accounts starting with 486. Performing (Performing) Departments must budget the total expected recovery from all requesting departments in the appropriate 486xxx account code. For example, use 486020 for recoveries from the Airport. Recoveries should offset the performing budget. Refer to the Chart of Accounts for a complete list of 486xxx account codes. If you need IDS accounts, please contact your Fund Accountant in the Controller's Office to determine if a new IDS is appropriate.

**Accounts 486990 and 487990 should not be used, except with very limited exceptions and approval from the Mayor's Budget Office and the Controller's Budget Office.** If these are used, please discuss the exception with the Controller's Budget Office, and identify and explain these in the IDS form included in the Mayor's Budget Instructions. Additionally, departments that have "bundled" interdepartmental services are asked to "unbundle" and to reflect individual IDS with individual departments. Please contact your Controller's Budget Office Analyst with any questions regarding IDS unbundling.

# Prop J Contracting: Reporting Requirements

Under the provisions of the City Charter Section 10.104, employees of the City and County are appointed through competitive civil service selection with exceptions being listed in nineteen specific categories. Subsection 15 of this provision, known as “Prop J” contracting, authorizes outside contracting of existing services, when a service can be performed by private contract at a cost lower than the same service performed by civil servants. Requests must be submitted to the Controller’s Office and approved by the Board of Supervisors.

In 2004, the Administrative Code (Section 2.17, added by Ordinance 105-04, File No. 040594, June 2004) was amended to require subject departments to submit contracting out information as part of their annual departmental budget submission package. The Controller’s determination would then be submitted to the Board of Supervisors no later than June 1 of each year and the Board of Supervisor review and approval will occur along with the adoption of the Annual Appropriation Ordinance.

Prop J requests must be submitted to the Controller’s Budget Office along with the Department’s Budget Request submission package. For fixed budget departments, both last year’s BY (FY 2022-23) and BY+1 (FY 2023-24)) were submitted to the Board. All non-fixed budget departments should submit updated and new BY (FY 2023-24) Prop Js with budget submissions on February 21, 2023. Prop J contracting authorizes outside contracting of existing services, when a service can be performed by private contract at a cost lower than the same service performed by civil servants. Requests must be submitted to the Controller’s Office and approved by the Board of Supervisors. Fixed budget departments do not need to resubmit an FY 2023-24 Prop J that was approved last year unless there have been changes since the submission that were not related to City salary COLAs.

## Prop J Procedures

Prop J requests require the submission of a Prop J Form, and documentation addressing the following subjects:

- The department's basis for proposing the Prop J certification;
- [Changes in the contracted work since last year, including but not limited to the type of work, the amount of service, and costs, and changes in the assumptions since last year regarding the comparable level and type of service required if the City provided the work.](#)
- The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract. For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was provided by the contractor;
- The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract;
- [The components of labor costs. For example, some contractors have a “fully loaded” rate that may include salary, benefits, shift differentials and other costs. Please identify each of the components of labor costs with your submission so that comparable City costs can be evaluated.](#)
- The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract;
- The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);
- The department's plan for City employees displaced by the contract; and,

- A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004)

## Form Prop J: Contracting Out

Note: Please be sure to download and use the most recent Prop J form included in budget instruction forms. Departments must provide supporting documentation for the Prop J form, include electronic versions of any spreadsheets used to calculate the city and/or contract cost. Submitting the form alone is not sufficient for obtaining certification from the Controller's Office. To obtain an Excel version of the final completed and approved Prop J form from the current year, please contact the Controller's Budget Office.

### To be completed by departments:

#### Prop J – Main Template:

- 1) Top portion:
  - 1) Department name, Division
  - 2) Description of the services to be contracted out
- 2) Projected Personnel Costs:
  - 1) Job Class Title
  - 2) Class - Job Class
  - 3) Number of Full-Time Equivalent Positions
  - 4) Biweekly Wage Rate – enter rates for bottom and top step\*
  - 5) Holiday Pay, Night/Shift Differential, Overtime Pay, and/or Other Pay (if applicable).
  - 6) Note: formulas assume that Holiday Pay and Night/Shift Differential are applicable to all job classes. If this is not the case, adjust the formula accordingly.
  - 7) Fringe Benefits\*\*
- 3) Estimated Capital and Operating Costs- all non-personnel related costs that would be included in the contract
- 4) Comments/Assumptions- Any assumptions or comments necessary to understand the submission. Examples include how long the service has been contracted out, what year the contract is in, where the estimated contract cost came from, etc.

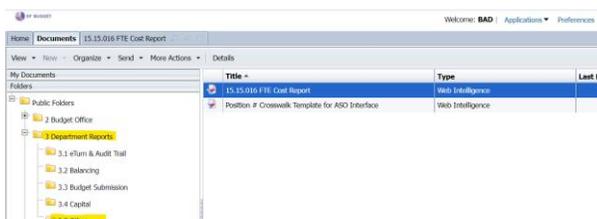
#### Contract Cost Detail Tab:

- a. Estimated Contract Cost
  - b. Contract Monitoring Costs
  - c. Contract Cost Calculation\*\*
  - d. Additional Contract Cost Detail
- 1) List all assumptions made in calculating contract cost.
  - 2) What is the source of the data used to calculate the contract cost?
  - 3) What year is the data from?
  - 4) If contract cost is based on RFP, was the RFP for comparable services? Was the RFP for San Francisco?

#### Summary Tab:

1. Departmental Contact Information
2. Contract Cost Contact Information, if different from Department contact

\* Refer to the FTE Cost Report available in the BFM budget system for wage and fringe benefit costs.



\*\* Departments must provide detailed information about how the contract cost was calculated, including job classifications, number of positions in each classification, salaries or hourly wages, number of work hours for each position covered by the contract, etc. Non-personnel costs such as management fees, profit, operating costs, equipment, training, and other related costs should be broken out separately.

# Reports

The following comprises a list of commonly used reports previously available in Oracle's Business Intelligence (OBI) software, under the Reporting and Analytics section of the Employee Gateway, can now be found in BFM under Links > BFM Reporting > 3 Department Reports starting with the FY 2023-24 and FY 2024-25 process. These reports are only a subset of those available through BFM Links, which also contains flexible reporting tools for assisting with departmental budget preparation.

**15.10.001 Chart of Account Query** – this report represents the departmental budget as of the day it is generated, typically representing all budget changes as of the night before.

**15.10.003 Equipment Query** – commonly referred to as the “equipment eTurn”, this report represents the units and expenditure amount of all equipment contained in the departmental budget the day it is generated, typically representing all equipment changes as of the night before.

**15.10.006 Positions and Calc'd Benefits Detail** – commonly referred to as the “position and calc'd benefits eTurn”, this report represents the FTE's, salary amount, and benefit amount of all positions contained with the department budget the day it is generated, typically representing all position and benefit changes as of the night before.

**15.30.004 Position/ Fringe Comparison Snapshot** – commonly referred to as the “position audit trail”, this report allows departments to compare budget changes over a range of days. Typically, this report is generated daily to compare today's budget values to yesterday's values and will reflect any position changes. This is commonly used to validate entries to be sure they were entered as intended.

**15.30.004(c) Position/ Fringe Comparison Snapshot** -- compares the morning snapshot to changes made up to the minute. This is a new report, available both for position and chart of accounts entries. Instructions on how to run these are in BFM Training and PowerPoint, and the User Guides available. Reports are available immediately.

**15.30.005 Snapshot Comparison No Rollover** – commonly referred to as “Chart of Accounts audit trail” or “nonposition audit trail,” this report allows departments to compare budget changes over a range of days. Typically, this report is generated daily to compare today's budget values to yesterday's values and will reflect any changes at the account level. This is commonly used to validate entries to be sure they were entered as intended.

**15.30.005(c) Snapshot Comparison No Rollover** -- compares the morning snapshot to changes made up to the minute. This is a new report, available both for position and chart of accounts entries. Instructions on how to run these are in BFM Training and PowerPoint, and the User Guides available. Reports are available immediately.

**15.20.007 Grant Detail Balancing** – commonly referred to as the “grant balancing report” this report is used by departments to assist with ensuring all grants are balanced by the end of the Department phase.

**15.20.012 Interdepartmental Services (IDS) Balancing** – Requesting and Performing – commonly referred to as the “IDS balancing report” this report is used by departments to assist with ensuring all interdepartmental services are balanced by the end of the Department phase.

**15.50.012 Department Total Budget Historical Comparison** – provides a summary and a comparison of the current fiscal year, budget year, budget year+1, and changes between years for positions, sources, and uses.

**15.60.012 Department Appropriations (2 year)** – produces the Department page as shown in the Annual Appropriation Ordinance. Included are the department’s budget summarized by Fund, Division, and Account, Sources of Funds, and Uses of Funds.

**FTE Cost Report** – provides the BY and BY+1 salary and benefit cost of selected job classes.

# Appendices

## Appendix A: Vehicle Purchases and Vehicle Rentals

The Fleet Management Division of the Office of the City Administrator is authorized by the Mayor and the City's Administrative Code to implement fleet management programs. Fleet Management is a key stakeholder in reviewing and approving requests to purchase both new and replacement vehicles.

Fleet Management Division urges departments to first look for ways to meet expected transportation needs without making a capital investment in new vehicles. Public transit, intra- and inter-departmental vehicle pools (e.g. at Civic Center Garage, 49SVN), existing vehicles within the department with low utilization, short-term rentals from Fleet Management Division are all options to give consideration.

Budget instructions for vehicle purchases are as follows below. Please note: **The Mayor's Budget Office will not approve budget requests for vehicles without Fleet Management Division's recommendation.**

**Requests for vehicles must be submitted through form 4B in the new budget system, BFM, by February 21, 2023.**

### Vehicle Purchasing Program: Budget Requests

- Complete Budget Request Form in BFM under Chart of Accounts > Equipment Number (Fleet Form 4B) as well as all tabs and applicable data entry boxes. See examples below.

The screenshot shows the SF BUDGET system navigation bar with 'Chart of Accounts' and 'Equipment Number' highlighted. Below the navigation bar, there is a search area for 'Equipment Number' with a 'Search dept group here' label. A table of equipment items is displayed below the search area.

Item	Name	Description	Last Update	Active	BYO	BY1	Vehicle	Modify Data
AAM24001	Not Used			True	True	False	False	Edit
AAM24002	Not Used			True	True	False	False	Edit
AAM24003	Not Used			True	True	False	False	Edit

The screenshot shows the 'Edit Equipment Number' interface in the SF BUDGET system. On the left is a table of equipment items with columns 'Item' and 'Name'. The main area is a form for editing item AAM24001. The form has tabs for 'Equipment info', 'Fleet 4B.2', and 'Fleet 4B.1'. A green circle highlights a group of checkboxes: 'Active' (checked), 'BY0 Flag' (checked), 'BY1 Flag' (unchecked), and 'Vehicle' (unchecked). The 'Instructions for Fleet request' field contains the text 'Complete in order: Fleet 4B.1 and Fleet 4B.2'.

- Prepare vehicle preliminary specifications and quote (a purchase request under a citywide term contract does not require final specifications).
- Submit completed Fleet Form with estimated costs based on vehicle specifications by Department Budget Request submission deadline through BFM.
- Fleet Management will provide recommendations to Mayor’s Budget Office regarding each budget request.
- If the budget request is given approval by Mayor’s Budget Office, the Department must proceed with the City’s vehicle procurement procedures, which begins with the submission of a Vehicle Acquisition Request (VAR) form to Fleet Management.

**Standard Vehicles Term Contracts:**

It is in the best interest of the City to standardize its fleets, and citywide vehicle term contracts are available to accomplish this goal. Departments should refer to the term contracts when considering vehicle purchases to minimize processing time, costs and delivery time. Where operationally viable and economically feasible, departments should specify purchases of vehicles that are similarly equipped and refrain from non-value-added items.

Below are the available term contracts for purchasing new vehicles.

1. Police pursuit vehicles TC72350 is active until January 15, 2023
2. Alternative fuel, light-duty passenger vehicles TC72307 is active until January 31, 2023
3. Pickup trucks and vans TC72504 is active until January 31, 2023

Visit Fleet Management’s intranet site to reference the documents posted in the link below, and contact OCA’s Fleet Team or Central Shops (contacts listed in last few pages of the first document) with any questions regarding estimated unit costs and vehicle purchases procedures.

<http://gsa.sfgov.org/wordpress/fleet/city-vehicle-procurement-workshop-2022/>

**Compliance with HACTO Program:** The Healthy Air and Clean Transportation Ordinance (SF Environment Code, SEC 403-404) aims to assist the City in achieving its air pollution and greenhouse gas reduction goals. The ordinance applies to all general-purpose vehicles owned, leased or rented by the City.

Fleet Management Division provides recommendations on new and replacement vehicle purchases keeping in mind the following mandates in the ordinance.

- Optimize the size and utilization of the City's general-purpose fleet.
- Use telematics and vehicle assignment systems to promote the optimization of the City's fleet utilization and minimization of environmental harm resulting from the use of the City's fleet.
- Reduce average per-mile greenhouse gas emissions by not less than 4% by the end of FY 2016-17 and not less than 15% by the end of FY 2020-21.
- Ensure that the composition of the City's light-duty passenger vehicle fleet is entirely zero emission vehicles (ZEV) by December 31, 2022.

Pursuant to the ordinance, there are certain exemptions associated with the above requirements, including an exemption for emergency vehicles of public safety departments (Police, Sheriff, Fire, Animal Care and Control and Medical Examiner) and buses of SFMTA from compliance with the ZEV mandate.

## **Vehicle Rentals**

Pursuant to a recent Admin Code amendment adopted in December 2020 (Ordinance No. 225-20), departments that look to pursue vehicle rentals longer than 30 days with private rental companies will have to report it to Fleet Management Division at [fleet.reporting@sfgov.org](mailto:fleet.reporting@sfgov.org) at least 5 days prior to doing so. Fleet Management and the Office of the City Administrator is required to provide annual reports to the board on all vehicle rentals and associated costs to the Board of Supervisors for review.

If there are any City owned vehicles that are not getting regular utilization, Fleet Management will attempt to coordinate with the department in possession of the under-utilized vehicle so that it may be re-purposed. The vehicle may be transferred over to Fleet Management Division, and subsequently assigned as a short-term rental vehicle to departments that have short-term rental needs.

# Appendix B: Key Tips for Using BFM

Detailed training materials and new user instructions are available at <https://sfemployeeportalsupport.sfgov.org/support/solutions/11000054604>



Systems Division Support

415-944-2442

HOME

SOLUTIONS

SIGN IN

SIGN UP

Q Enter your search term here...

Solution home

## SF Budget

SF Budget (17)

-  [New Budget System Kick-off: Recording, Presentation, and Q&A](#)
  -  [SF Budget Training Kickoff & System Overview](#)
  -  [SF Budget Training Expenditure and Revenue Entries](#)
  -  [SF Budget Training Position Entries](#)
  -  [SF Budget Training Position Entries Deep Dive 1](#)
- » [See all 17 articles](#)

## New Department Users Access Forms

1. Supervisors should go to this site request access for new users:

<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/11000084487-new-sf-budget-system-trainings-initial-systems-access-request-process>

### Budget System Access Requirements and Process

Trainings offered in December 2022 are strongly recommended but not required for users who gained access to the system between December 2022 and February 2023. For people who are new to BFM this year, or whose roles have expanded, **the trainings from last year are required, specific to the user's role, in addition to the sessions scheduled for 12/14/22 and 12/15/22.** Last year's trainings are available in the SF learning module of the employee portal. This year's December 2022 trainings will be available in SF Learning about a week after the trainings are held.

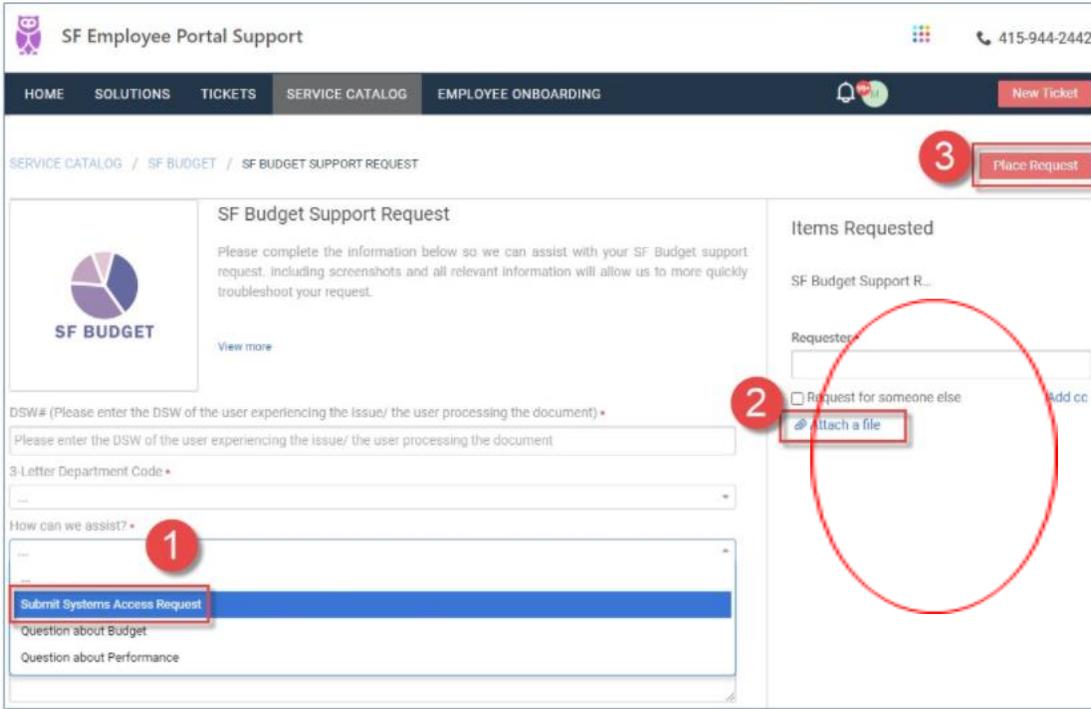
When sending a request to SF User support for a new user's access, [SF Budget System Access Request](#), please attach a screenshot of the completion screen for each training and/or the date of live events that were attended.

Here are the required trainings for each type of user access, including the course numbers in the employee portal:

Role	Role Description	New Users: Total number of required courses including December 2022 trainings	Training Content - delivered December 2021											to be delivered December 2022		
			Training Kickoff and systems overview	Expenditure & Revenue Entries	Position Entries	IDS (interdepart- mental services) entries and process	Reporting	Position Entries Deep Dive 1	Position Entries Deep Dive 2	Equipment	Capital Planning Committee (CPC) process, GFS & NGFS	Non CPC Capital Process	Revenue Transfers	Position Entry 2023/24 Update	Capital Budgeting 2023/24 Update	Inter- Departmental Services (IDS)/Work Orders FY2023/2024 Update
			CON0BG100- 120221	CON0BG101- 121321	CON0BG102- 121321	CON0BG103- 121421	CON0BG104- 121421	CON0BG109- 121521	CON0BG109- 121521	CON0BG105- 121621	CON0BG106- 121621	CON0BG107- 121721	CON0BG108- 121721	CON0BG116- 121422	CON0BG117- 121522	CON0BG118- 121522
Department User	Most common role; includes access to: -submit departmental budget AND capital entries -run department budget AND capital reports	12	Required	Required	Required	Required	Required	Highly recommended	Highly recommended	Required	Required	Required	Required	Required for new users; Highly recommended for returning users	Required for new users; Highly recommended for returning users	Required for new users; Highly recommended for returning users
Capital Module User	For department staff who will ONLY be making capital entries; includes access to: -submit capital budget entries -run reports of departmental capital budget requests to the Capital Planning Committee	6	Required	Required	Optional	Optional	Required	Optional	Optional	Optional	Required	Required	Optional	Optional	Required for new users; Highly recommended for returning users	Optional
Department Report User	For staff who will not be making entries, but will need to run/view budget reports, including capital reports	2	Required	Optional	Optional	Optional	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
Mayor's Budget Office (MBO) User	Mayor's Budget Office staff only; Citywide access to budget entry and budget reports including capital	12	Required	Required	Required	Required	Required	Highly recommended	Highly recommended	Required	Required	Required	Required	Required for new users; Highly recommended for returning users	Required for new users; Highly recommended for returning users	Required for new users; Highly recommended for returning users
Capital Planning Committee (CPC) User	Capital Planning Committee staff only: -capital budget entry access, for only capital entries -capital budget reports access	5	Required	Optional	Optional	Optional	Required	Optional	Optional	Optional	Required	Required	Optional	Optional	Required for new users; Highly recommended for returning users	Optional
Information Technology (COIT) User	COIT staff only: -Budget reports access to run COIT and capital reports	2	Required	Optional	Optional	Optional	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional

2. Select “SF Budget Access Request”:

How to submit your department’s initial SF Budget Access Request:



3. Supervisors fill out this form on behalf of the person who is seeking access:

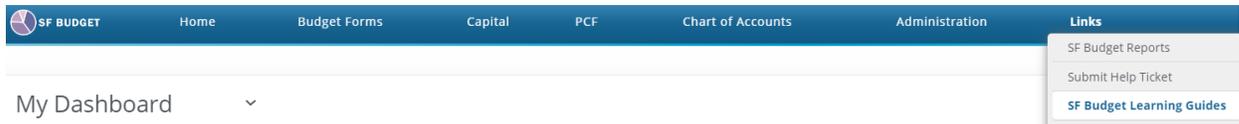
\*Note that the Access Request form below can also be found as an attachment under SF Budget - General.

	A	B	C	D	E	F	G	H	I	J
1										
2	Department	DSW #	First Name	Last Name	City Email	Existing or New User	Role	Name of Approver (Dept. CFO, Budget Director, or Budget Manager)	Title of Approver	Comments / Notes
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

- After this form is completed and submitted, it will go to the Controller’s Systems Division, who will finalize the approval process. Once access is granted, the SF Budget panel will appear under Work Links in the Employee Portal.



- All new users will be required to complete online trainings prior to gaining access to make budget system entries, including participating in or later watching Teams Live training events in December 2022. Training is available in e-Learning. New user guides will also be available in BFM.



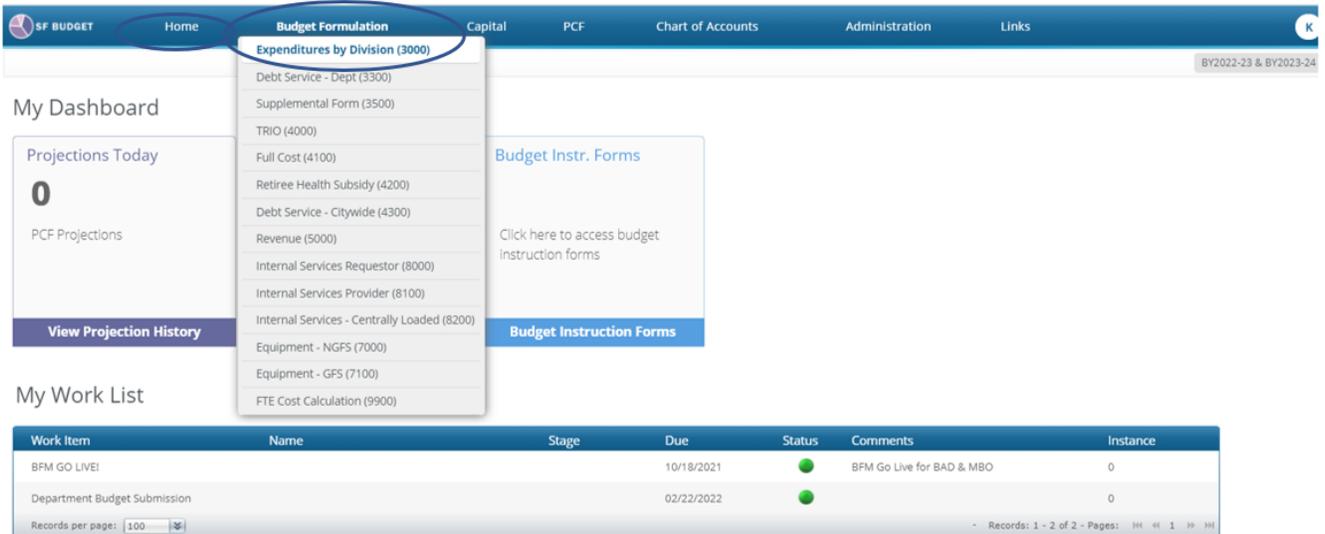
## Accessing BFM

- 1) Number one tip: Please use Google Chrome, MS Edge, or Mozilla Firefox to utilize the budget system to access BFM. Safari – Apple browser is not compatible.

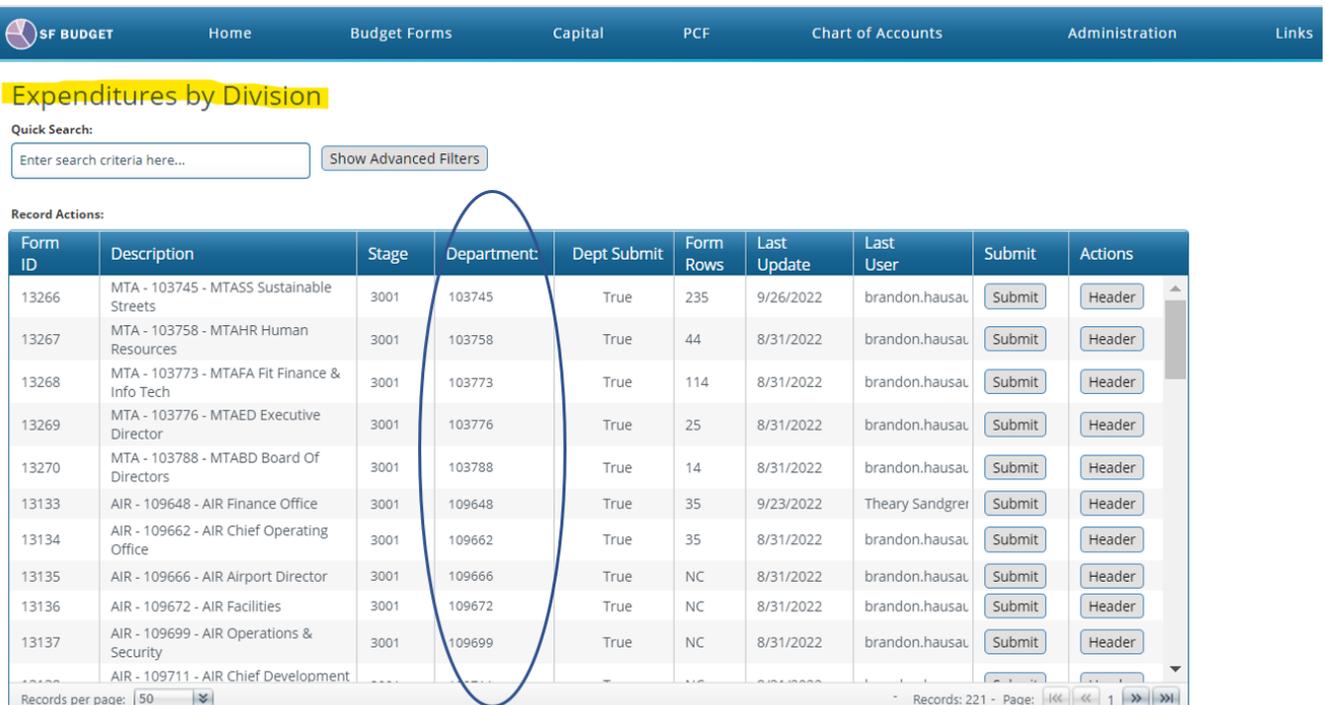
# Appendix C: How to Use Expenditure and Revenue Budget Forms

## Accessing Forms

- 2) Navigate to <https://budget.sfgov.org/bfmsf/default.aspx>
- 3) Log in with your credentials. After logging in, you will land on the Home page.
- 4) Select the Budget Formulation panel, where a list of budget forms can be found.



- 5) **Division:** Upon selection of a budget form, the division level(s) can be seen. In BFM, the department's base budget is arranged by PeopleSoft division code. In other words, BFM's Expenditure Form 3000 will list a form for each division in a department. Each form will contain the base budget for the department's division.



## Navigating Within Division Budget Forms

- **Header:** Under the Actions field, select Header.

Form ID	Description	Stage	Department	Dept Submit	Form Rows	Last Update	Last User	Submit	Actions
10379	MTA - 103745 - MTASS Sustainable Streets	3001	103745	True	230	12/11/2021	Theary Sandgren	Submit	Header

- **Expenditures by Division (3000) Form Header:** Select the Expenditures tab.

**Budget Form Header**

Comment History | Comment | Submit | Close

Instance ID	Form Definition	Definition Name	Name	Department
10379	3000	Expenditures by Division (Level 3)	MTA - 103745 - MTASS Sustainable	103745

Stage Code:\*  
3001

Controller Base Changes

Header | Expenditures | Position

Notes:

Save

- **Entries:** Line entries can be made via the Pencil icon, Add New and Export/Import.

**Budget Form Lines**

Close | Export | Import | Refresh

ID	Form	Department	Form Name
10379	3000	103745 - MTASS Sustainable Street	Expenditures by Division (Level 3)

Quick Search:  
Enter search criteria here...

Actions:  
Add New | Copy

Row	Audit Trail	Dept	Fund	Project-Activity	Authority	Account	Agency Use	2022-23 Rollover Base	2022-23 On-Going*	2022-23 One-Time*	2022-23 Total	2023-24 Rollover Base	2023-24 On-Going*	2023-24 One-Time*	2023-24 Total	Line Text*
1		138746	22870	10001723-0001	10000	522020	0	5,000	0	0	5,000	5,000	0	0	5,000	
2		138746	22870	10001723-0001	10000	527990	0	7,000	0	0	7,000	7,000	0	0	7,000	
3		138746	22870	10001723-0001	10000	528020	0	40,000	0	0	40,000	40,000	0	0	40,000	
4		138746	22870	10001723-0001	10000	528990	0	36,000	0	0	36,000	36,000	0	0	36,000	
5		138746	22870	10001723-0001	10000	528310	0	2,000	0	0	2,000	2,000	0	0	2,000	

Entries can be made in each year under On-Going and One-Time by selecting Export to download a form template. To upload these entries from your saved download file, select Import.

Edit entries can be made in each year under On-Going and One-Time by selecting the Pencil

New line entries can be made in each year under On-Going and One-Time by selecting Add New

- Click CLOSE to exit the windows.

- **Division Revenue Form: Select Budget Formulation > Revenue (5000).**

**Revenue Form**

Quick Search: Enter search criteria here...

Record Actions:

Form ID	Description	Form	Last Update	Last User	Submit	Actions
7229	MTA - 103745 - MTASS Sustainable Streets	Revenue (5000)	12/1/2021	Edward de Asis	Submit	Detail
7230	MTA - 103758 - MTAHR Human Resources	Internal Services Requestor (8000)	10/11/2021	brandon.hausal	Submit	Detail
7231	MTA - 103773 - MTAFA Fit Fin Info Tech	Internal Services Provider (8100)	10/11/2021	brandon.hausal	Submit	Detail
7232	MTA - 103776 - MTAED Executive Director	Internal Services - Centrally Loaded (8200)	10/11/2021	brandon.hausal	Submit	Detail
7233	MTA - 103788 - MTABD Board Directors	Equipment - NGFS (7000)	10/11/2021	brandon.hausal	Submit	Detail
7104	AIR - 109648 - AIR Finance Office	Equipment - GFS (7100)	10/11/2021	brandon.hausal	Submit	Detail
7105	AIR - 109662 - AIR Chief Operating Office	FTE Cost Calculation (9900)	10/11/2021	brandon.hausal	Submit	Detail
7106	AIR - 109666 - AIR Airport Director		10/11/2021	brandon.hausal	Submit	Detail
7107	AIR - 109672 - AIR Facilities		10/11/2021	brandon.hausal	Submit	Detail
7108	AIR - 109699 - AIR Operations & Security		10/11/2021	brandon.hausal	Submit	Detail
7109	AIR - 109711 - AIR Chief Development Office		10/11/2021	brandon.hausal	Submit	Detail

Edits to line entries can be made by selecting Detail

- **Detail Line Entries:** These can be made via the Pencil icon, Add New and Export/Import.

**Budget Form Lines**

Close Export Import Refresh

Quick Search: Enter search criteria here...

Actions: Add New Copy

Row	Form	Department	Fund	Project-Activity	Authority	Account	Agency Use	2022-23 Rollover Base	2022-23 On-Going*	2022-23 One-Time*	2022-23 Total	2023-24 Rollover Base	2023-24 On-Going*	2023-24 One-Time*	2023-24 Total	Line Text*
1	7229	103745	22870	10001723-0001	10000	420331	0	2,422,787	0	0	2,422,787	2,422,787	0	0	2,422,787	
2	7229	103745	22870	10001723-0001	10000	425160	0	80,478	0	0	80,478	80,478	0	0	80,478	
3	7229	103745	22870	10001723-0001	10000	460199	0	1,111,386	0	0	1,111,386	1,111,386	0	0	1,111,386	

Line entries can be made in each year under On-Going and One-Time by selecting Export to download a form template. To upload these entries from your saved download file, select Import.

Edit entries can be made in each year under On-Going and One-Time by selecting the Pencil

New line entries can be made in each year under On-Going and One-Time by selecting Add New

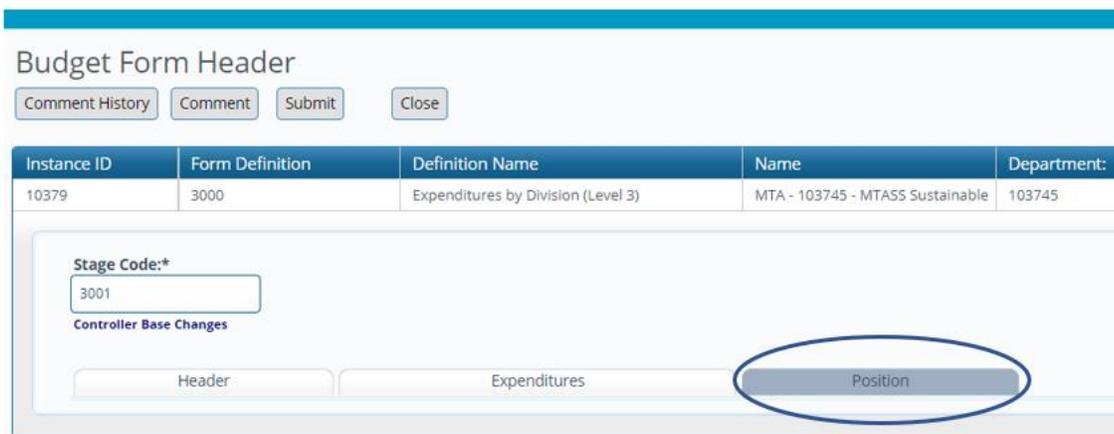
- Click CLOSE to exit the windows.

# Appendix D: Procedure for Department Position Budget Entries and “eCalculator” for Special Classes

As mentioned in the previous sections, upon selection of a budget form, the division level(s) can be seen. In BFM, a department’s base budget is arranged by PeopleSoft division code. Each form will contain the base budget for the department’s division. The discussion below illustrates the steps on how to navigate and use the Positions Tab.

## Navigating Within Division Budget Form > Positions Tab

- **Header:** Under the Expenditures Budget Form (3000), navigate to the Position tab.



- **Position Tab:** Under the Expenditures Budget Form (3000), navigate to the Position tab. See below.

The screenshot shows the 'Form Positions' view with a table of budget entries. Callouts provide instructions on how to use the interface:

- Header:** A callout states 'Header can be added by selecting New Position'.
- Form Positions:** A callout says 'Select Employee Changes to show existing base budget position number codes where changes can be made if needed. Once a change is made, it will appear in this view.' Below this, a callout says 'Remember to Calculate and Refresh!'.
- Table:** A callout points to the 'Edit' column: 'Edits to entries in this view can be made to a position code by selecting Edit'.
- Table:** A callout points to the 'Total' column: 'Totals reflect 2 years'.
- Table:** A callout points to the 'Clear Calc' button: 'Clear Calc'.
- Table:** A callout points to a row with 'N' in the FTE column: 'The line with “N” in this position form view indicates negative or “offset” to base and the line with “F” is where edit can be made to that position code.'

Position Code	Home Orgn	Job Class	Employee Code	Count	FTE	Approval	Salary	Benefits	Total	Actions
NEW9717231	138746	9993M_C	9993M_C138746BY	1	0.08	True	\$10,038.46	\$4,346.89	\$14,385.35	Edit Unapprove Results
NEW9717231	138746	9993M_C	9993M_C138746BY	1	0.13	True	\$15,000.00	\$6,579.00	\$21,579.00	Edit Unapprove Results
NEW9932978	138746	9993M_C	9993M_C138746BY	1	0.08	True	\$10,038.00	\$4,348.00	\$14,386.00	Edit Unapprove Results
NEW9932978	138746	9993M_C	9993M_C138746BY	1	0.13	True	\$15,000.00	\$6,579.00	\$21,579.00	Edit Unapprove Results
NEW9210170	138746	1033_C_MTA	21350	1	80.00	True	\$291,064.00	\$99,818.00	\$390,882.00	Edit Unapprove Results
00000698-1	207964	8216_C_MTA	00000698-1-N1037	-1	-80.00	True	(\$198,110.11)	(\$89,142.06)	(\$287,252.17)	Edit Unapprove Results
00000698-1	207964	8216_C_MTA	00000698-1-F1037	1	80.00	True	\$198,110.11	\$89,142.06	\$287,252.17	Edit Unapprove Results
00002298-1	207964	8214_C_MTA	00002298-1-N1037	-1	-80.00	True	(\$165,801.10)	(\$80,109.69)	(\$245,910.78)	Edit Unapprove Results
00002366-1	207964	8214_C_MTA	00002366-1-F1037	1	40.00	True	\$82,900.55	\$40,054.84	\$122,955.39	Edit Unapprove Results

- **Position Tab > Template for Special Classes:** Under the Expenditures Budget Form (3000), navigate to the Position tab.

Form Positions

Page Actions: Close New Position Employee Changes Calculate Status Refresh

Import Export Actions: Template for Special Classes Import for Special Classes

Enter search criteria here...

Position Code	Home Orgn	Job Class	Employee Code	Count	FTE	Approval	Salary	Benefits	Total	Actions
NEWP583403	168646	9995M_E	9995M_E168646BY	1	-11.09	True	\$0.00	\$0.00	\$0.00	Edit Unapprove Results
NEWP583403	168646	9995M_E	9995M_E168646BY1	1	-11.09	True	\$0.00	\$0.00	\$0.00	Edit Unapprove Results

Special Class entries can be made by class in each year by selecting Template for Special Classes. To upload these entries from your saved download file, select Import for Special Classes.

BY and BY+1

- **Special Class Calculator:** The link for the “eCalculator” can be found in Links > SF Budget Reports > Department Reports > 3.1 eTurn & Audit Trail

Home Documents

View New Organize Send More Actions Details

My Documents

Public Folders

- 2 Budget Office
- 3 Department Reports
  - 3.1 eTurn & Audit Trail
  - 3.2 Balancing
  - 3.3 Budget Submission
  - 3.4 Capital
  - 3.5 Other

Title

- 15.10.001 Chart of Account Query
- 15.10.003 Equipment
- 15.10.006 Position and Calc'd Benefits Detail
- 15.30.004c - Position Fringe Snapshot to Current Comparison by Stage
- 15.30.005a - Snapshot Comparison
- 15.30.005a - Snapshot Comparison - ReOrg
- 15.30.005c - Snapshot to Current Comparison by Stage
- Equipment\_Number\_Import\_Template
- PCF - Position Search
- Special Class Calculator\_Updated DEC 2022

Required Columns	2024	2025	How to use this calculator
Year	BY0	BY1	
JobClass	9993M_C Attrition Savings - Miscellaneous	9993M_C Attrition Savings - Miscellaneous	1. Select the Special Class from the dropdown in cell C3. This will automatically populate in cell D3.
Target Sal&Ben	110	130	2. For each fiscal year, enter the total salary and fringe benefit \$ amount you wish to get to in cell C4 for BY and D4 for BY+1.
5010Salary from 15.10.006	-	-	3. Enter existing salary total in cell C5 for BY and D5 for BY+1.
5130Fringe from 15.10.006	-	-	4. Enter existing fringe total in cell C6 for BY and D6 for BY+1.
Target Change in Sal&Ben	110	130	
Override Salary Amt (estimate)	79	94	5. The calculator will return the estimated Department stage salary amount in cell C8 for BY and D8 for BY+1.
Override Salary Amt (enter for calc)	80	95	6. To fine-tune, enter the \$ amounts in cells C8 and D8 into cells C10 and D10. If the totals in cells C12 and D12 don't match the targets in C7 and D7, adjust by \$1 or more.
Override FTE Amt (9996M_C only)			7. Enter for 9996M_C only to calculate fixed benefits.
Calculated Sal&Ben	110	130	

- **Special Class Table Import:** Salary amounts from the Special Class Calculator can now be entered into the Special Class Import worksheet.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Job Class Code	Department	Fund	Project-Activity Code	Authority	Agency Use	BY Budget	BY FTE	BY+1 Budget	BY+1 FTE	BY+1 One-Time (Yor N)	Justification
2	9993M_C	138746	22870	10001723-0001	10000		80		95		N	test-spec class
3												

- **Before the Import: View of Form Positions previous to Import**

### Form Positions

Page Actions: Close New Position Employee Changes Calculate Status Refresh

Import Export Actions: Template for Special Classes Import for Special Classes

Enter search criteria here...

Position Code	Home Orgn	Job Class	Employee Code	Count	FTE	Approval	Salary	Benefits	Total	Actions
00000698-1	207964	8216_C_MTA	00000698-1-N13266	-1	-80.00	True	(\$209,855.00)	(\$80,185.00)	(\$290,040.00)	<span>Edit</span> <span>Unapprove</span> <span>Results</span>
00000698-1	207964	8216_C_MTA	00000698-1-F13266	1	80.00	True	\$209,856.00	\$80,186.00	\$290,042.00	<span>Edit</span> <span>Unapprove</span> <span>Results</span>
00000699-1	207964	8216_C_MTA	00000699-1-N13266	-1	-80.00	True	(\$209,855.00)	(\$80,185.00)	(\$290,040.00)	<span>Edit</span> <span>Unapprove</span> <span>Results</span>
00000699-1	207964	8216_C_MTA	00000699-1-F13266	1	80.00	False	\$0.00	\$0.00	\$0.00	<span>Edit</span> <span>Approve</span> <span>Results</span>
NEWP356455	138746	8216_C_MTA	Z4412	1	80.00	True	\$209,855.00	\$80,185.00	\$290,040.00	<span>Edit</span> <span>Unapprove</span> <span>Results</span>

Records per page: 5000 Records: 5 - Page: 1

- **After the Import: View of successful Administrator Upload and Form Positions**

### Administrator Upload

Close Validation Results Upload History Upload Log

Upload Type:  File Type:  File Configuration:

Upload Completed:

- 1 - Records Read
- 0 - Severe Errors
- 0 - Warning Errors
- 1 - Records Uploaded

Job Class Code	Department	Fund	Project-Activity Code	Authority	BY Budget	BY+1 Budget	BY+1 One-Time (Yor N)	Justification
9993M_C	138746	22870	10001723-0001	10000	80	95	N	test-spec class

### Form Positions

Page Actions: Close New Position Employee Changes Calculate Status Refresh

Import Export Actions: Template for Special Classes Import for Special Classes

Enter search criteria here...

Position Code	Home Orgn	Job Class	Employee Code	Count	FTE	Approval	Salary	Benefits	Total	Actions
00000698-1	207964	8216_C_MTA	00000698-1-N13266	-1	-80.00	True	(\$209,855.00)	(\$80,185.00)	(\$290,040.00)	<span>Edit</span> <span>Unapprove</span> <span>Results</span>
00000698-1	207964	8216_C_MTA	00000698-1-F13266	1	80.00	True	\$209,856.00	\$80,186.00	\$290,042.00	<span>Edit</span> <span>Unapprove</span> <span>Results</span>
00000699-1	207964	8216_C_MTA	00000699-1-N13266	-1	-80.00	True	(\$209,855.00)	(\$80,185.00)	(\$290,040.00)	<span>Edit</span> <span>Unapprove</span> <span>Results</span>
00000699-1	207964	8216_C_MTA	00000699-1-F13266	1	80.00	False	\$0.00	\$0.00	\$0.00	<span>Edit</span> <span>Approve</span> <span>Results</span>
NEWP356455	138746	8216_C_MTA	Z4412	1	80.00	True	\$209,855.00	\$80,185.00	\$290,040.00	<span>Edit</span> <span>Unapprove</span> <span>Results</span>
NEWP607206	138746	9993M_C	9993M_C138746BY	1	0.00	True	\$80.00	\$18.00	\$98.00	<span>Edit</span> <span>Unapprove</span> <span>Results</span>
NEWP607206	138746	9993M_C	9993M_C138746BY1	1	0.00	True	\$95.00	\$19.00	\$114.00	<span>Edit</span> <span>Unapprove</span> <span>Results</span>

Records per page: 5000 Records: 7 - Page: 1

**Please note:** The special class calculator can also be used to calculate incremental changes to special class job classes. The screenshots below illustrate using the calculator to calculate a \$10K increase to attrition savings for both budget years, FY 2023-24 and FY 2024-25.

**Special Class Calculator** a \$10K increase to attrition savings for both budget years, FY 2023-24 and FY 2024-25.

	A	C	D	E	F
1	Required Columns	2024	2025		<a href="#">How to use this calculator</a>
2	Year	BY0	BY1		
3	JobClass	9993M_C Attrition Savings - Miscellaneous	9993M_C Attrition Savings - Miscellaneous		1. Select the Special Class from the dropdown in cell C3. This will automatically populate in cell D3.
4	Target Sal&Ben	(10,000)	(10,000)		2. For each fiscal year, enter the total salary and fringe benefit \$ amount you wish to get to in cell C4 for BY and D4 for BY+1.
5	5010Salary from 15.10.006	-	-		3. Enter existing salary total in cell C5 for BY and D5 for BY+1.
6	5130Fringe from 15.10.006	-	-		4. Enter existing fringe total in cell C6 for BY and D6 for BY+1.
7	Target Change in Sal&Ben	(10,000)	(10,000)		
8	Override Salary Amt (estimate)	(7,203)	(7,268)		5. The calculator will return the estimated Department stage salary amount in cell C8 for BY and D8 for BY+1.
9					
10	Override Salary Amt (enter for calc)	(7,203)	(7,268)		6. To fine-tune, enter the \$ amounts in cells C8 and D8 into cells C10 and D10. If the totals in cells C12 and D12 don't match the targets in C7 and D7, adjust by \$1 or more.
11	Override FTE Amt (9996M_C only)				7. Enter for 9996M_C only to calculate fixed benefits.
12	Calculated Sal&Ben	(10,000)	(10,000)		

**Special Class Import** file corresponding to the calculation above.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Job Class Code	Department	Fund	Project-Activity Code	Authority	Agency Use	BY Budget	BY FTE	BY+1 Budget	BY+1 FTE	BY+1 One-Time (Yor N)	Justification
2	9993M_C	291644	10000	10001707-0001	10000		-7203		-7268		N	

# Appendix E: Accessing the Correct Form for Debt Service, and Equipment

Entry forms for debt service, general fund supported (GFS) equipment requests, and non-general fund supported (NGFS) equipment requests are organized by three-character department group code:

- Debt Service – Dept (3300).** Debt Service – Dept (3300) contains a form for each department. with departmental debt service included in their base budget. Please note that these forms exclude citywide debt service that is budgeted by Controller’s Office of Public Finance in coordination with departments and Mayor’s Budget Office and centrally loaded during base and Mayor’s phase.

Debt Service (Level 2)

Quick Search:  
 [Show Advanced Filters](#)

Record Actions:

Form ID	Description	Stage	Department	Form Rows	Last Update	Last User	Submit	Actions
7029	AIR - Airport Commission	3301	AIR	2	11/29/2021	brandon.hausau	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>
7030	CII - Community Investment & Infrastructure	3301	CII	18	10/11/2021	brandon.hausau	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>
7031	MTA - Municipal Transportation Agency	3301	MTA	NC	10/11/2021	brandon.hausau	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>
7032	PRT - Port	3301	PRT	2	10/11/2021	brandon.hausau	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>
7033	PUC - Public Utilities Commission	3301	PUC	NC	10/11/2021	brandon.hausau	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>
7034	REC - Recreation And Park Commission	3301	REC	NC	10/11/2021	brandon.hausau	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>

Records per page: 50 | Records: 6 - Page: 1

To access the entry forms, click the **Detail** button shown above and enter **On-Going** and **One-Time** change amounts for both budget years in the **Budget Form Lines** shown below. Department entries made in Debt Service – Dept (3300) form will be included in departments’ budget submissions. For a more detail instruction on **Debt Service – Dept (3300)**, please refer to the user guide, SF End User Training – 3300 Debt Service Dept.

Budget Form Lines

[Close](#) [Export](#) [Import](#) [Refresh](#)

ID	Form	Department	Form Name
7034	3300	REC - Recreation And Park Commis	Debt Service (Level 2)

Quick Search:

Actions:  
[Add New](#) [Copy](#)

Row	Audit Trail	Dept	Fund	Project-Activity	Authority	Account	Agency Use	2022-23 Rollover Base	2022-23 On-Going*	2022-23 One-Time*	2022-23 Total	2023-24 Rollover Base	2023-24 On-Going*	2023-24 One-Time*	2023-24 Total	Line Text*
1		150705	13370	10001737-0001	10000	330410	0	4,664,452	0	0	4,664,452	4,664,452	0	0	4,664,452	
2		150729	11902	10001737-0001	10000	570000	0	367,000	0	0	367,000	367,000	0	0	367,000	
3		150729	11902	10001737-0001	10000	571210	0	390,926	0	0	390,926	390,926	0	0	390,926	
4		150729	11902	10001737-0001	10000	574210	0	1,049,209	0	0	1,049,209	1,049,209	0	0	1,049,209	

Records per page: 50 | Records: 1 - 4 of 4 - Page: 1

- Equipment – NGFS (7000).** Equipment – NGFS (7000) contains a form for each department with departmental non-general fund supported (NGFS) equipment budget included in their base budget. Please note that these forms exclude general fund supported (GFS) equipment budget that is centrally loaded during Mayor’s phase by the Mayor’s Budget Office.

SF BUDGET Home Budget Formulation Capital PCF Chart of Accounts Administration Links

### Equipment - NGFS (7000)

Quick Search:

Record Actions:

Form ID	Description	Stage	Department:	Form Rows	Last Update	Last User	Submit	Actions
8404	AAM - Asian Art Museum	7001	AAM	0	10/11/2021	brandon.hau	<input type="button" value="Submit"/>	<input type="button" value="Header"/>
8405	ADM - General Services Agency - City Admin	7001	ADM	0	10/11/2021	brandon.hau	<input type="button" value="Submit"/>	<input type="button" value="Header"/>
8406	ADP - Adult Probation	7001	ADP	0	10/11/2021	brandon.hau	<input type="button" value="Submit"/>	<input type="button" value="Header"/>
8407	AIR - Airport Commission	7001	AIR	0	10/11/2021	brandon.hau	<input type="button" value="Submit"/>	<input type="button" value="Header"/>
8408	ART - Arts Commission	7001	ART	NC	10/11/2021	brandon.hau	<input type="button" value="Submit"/>	<input type="button" value="Header"/>
8409	ASR - Assessor / Recorder	7001	ASR	0	10/11/2021	brandon.hau	<input type="button" value="Submit"/>	<input type="button" value="Header"/>
8410	BOA - Board Of Appeals	7001	BOA	0	10/11/2021	brandon.hau	<input type="button" value="Submit"/>	<input type="button" value="Header"/>
8411	BOS - Board Of Supervisors	7001	BOS	NC	10/11/2021	brandon.hau	<input type="button" value="Submit"/>	<input type="button" value="Header"/>
8412	CAT - City Attorney	7001	CAT	NC	10/11/2021	brandon.hau	<input type="button" value="Submit"/>	<input type="button" value="Header"/>
8413	CFC - Children And Families Commission	7001	CFC	NC	10/11/2021	brandon.hau	<input type="button" value="Submit"/>	<input type="button" value="Header"/>
8414	CHF - Children; Youth & Their Families	7001	CHF	NC	10/11/2021	brandon.hau	<input type="button" value="Submit"/>	<input type="button" value="Header"/>
8415	CII - Community Investment & Infrastructure	7001	CII	NC	10/11/2021	brandon.hau	<input type="button" value="Submit"/>	<input type="button" value="Header"/>

Records per page: 50 Records: 57 - Page: 1

To access the entry forms, click the **Header** button shown above. Please note that departments must enter equipment requests for BY in the BY tab and equipment requests for BY+1 in the BY+1 tab shown below.

### Budget Form Header

Instance ID	Form Definition	Definition Name	Name	Department:
8427	7000	Equipment - NGFS (7000)	DPW - General Services Agency - Pt	DPW

Stage Code:\*

Controller Base Changes

In the BY tab, enter the **Quantity\***, **Unit Price\***, and **Total\*** for budget year BY as shown below. For new equipment requests, enter also the chartfields, equipment number, and equipment title. Please enter a specific and descriptive equipment title. To enter a specific and descriptive equipment title, click the magnifying glass under **See Equipment** in the **Budget Form Lines**. BFM creates several equipment numbers for departments to use.

### Lookup

Quick Search:



Select	Code	Name
Select	DPW23001	MS60 Leica Multistations
Select	DPW23004	Vibratory Screen - Trench Spoil Separator
Select	DPW23005	2 Axle 26k Med duty cribbing truck,Utility Bed, + 5k crane
Select	DPW23006	Truck with Steamer
Select	DPW23007	Utility box pickup truck
Select	DPW23012	Not Used
Select	DPW23013	Not Used
Select	DPW23014	Not Used
Select	DPW23015	Not Used
Select	DPW23016	Not Used
Select	DPW23017	Not Used
Select	DPW23018	Not Used

**PLEASE NOTE: You must enter the Total\* amount also because BFM will not calculate this amount automatically from the Quantity\* and Unit Price\* entered. A Total\* amount of \$0 will result in the budgeting of \$0 for your department's equipment request.**

### Budget Form Lines

Close Export Import Refresh

ID	Form	Department	Form Name
8427	7000	DPW - General Services Agency - Pa	Equipment - NGFS (7000)

Quick Search:  
Enter search criteria here.

Actions:  
Add New Copy

Row	Audit Trail	Dept	Fund	Project-Activity	Authority	Account	Agency Use	See Equipment	Equipment Number	Equipment Number Title	Rollover Quantity	Rollover Unit Price	Rollover Total	2022-23 Quantity*	2022-23 Unit Price*	2022-23 Total*	Line Text*
1		207958	13920	10034424-0177	20679	560000	0		DPW23004	Vibratory Screen - Trench S	1	247,514	247,514	1	247,514	247,514	
2		207958	13920	10034424-0178	20679	560000	0		DPW23005	2 Axle 26k Med duty cribbin	1	268,559	268,559	1	268,559	268,559	

Records per page: 50

Also, in the same manner stated above, for the BY+1 tab, enter the **Quantity\***, **Unit Price\***, and **Total\*** for budget year BY+1 as shown below, if applicable. Since most equipment requests are one-time, departments' BY+1 tab will likely be empty initially. Please **Add New** line and enter Chartfields, equipment number, and a descriptive equipment title in addition to the **Quantity\***, **Unit Price\***, and **Total\*** for BY+1. To enter a specific and descriptive equipment title, click the magnifying glass under **See Equipment** in the **Budget Form Lines**. BFM creates several equipment numbers for departments to use.

### Lookup

Quick Search:



Select	Code	Name
Select	REC24001	Not Used
Select	REC24002	Not Used
Select	REC24003	Not Used
Select	REC24004	Not Used
Select	REC24005	Not Used
Select	REC24006	Not Used
Select	REC24007	Not Used
Select	REC24008	Not Used
Select	REC24009	Not Used
Select	REC24010	Not Used
Select	REC24011	Not Used
Select	REC24012	Not Used

**PLEASE NOTE: You must enter the Total\* amount also because BFM will not calculate this amount automatically from the Quantity\* and Unit Price\* entered. A Total\* amount of \$0 will result in the budgeting of \$0 for your department's equipment request.**

Budget Form Entry - Lines

Close Export Import Refresh

ID	Budget Form	Department:	Form Name
8448	7000	REC - Recreation And Park Commission	Equipment - NGFS (7000)

Quick Search:  
Enter search criteria here...

Actions:  
Add New Copy

Row	Audit Trail	Dept	Fund	Project-Activity	Authority	Account	Agency Use	See Equipment	Equipment Number	Equipment Number Title	2023-24 Quantity*	2023-24 Unit Price*	2023-24 Total*	Line Text*
1		150646	10190	10000021-0001	10000	560000	0		REC24001	Not Used	3	1,000,000	3,000,000	Breadcrumbs

Records per page: 50

Department entries made in Equipment – NGFS (7000) form will be included in departments’ budget submission. For a more detail instruction on Equipment – NGFS (7000), please refer to the user guide, SF End User Training – 7000 Equipment - NGFS.

- **Equipment – GFS (7100).** Equipment – GFS (7100) contains a form for each department with departmental general fund supported (GFS) equipment budget included in their base budget. Please note that these general fund supported (GFS) equipment budget requests **will be centrally loaded during Mayor’s phase by Mayor’s Budget Office. GFS equipment budget requests are not part of departments’ budget submissions.**

SF BUDGET Home Budget Formulation Capital PCF Chart of Accounts Administration Links

Equipment - GFS (7100)

Quick Search:  
Enter search criteria here... Show Advanced Filters

Record Actions:

Form ID	Description	Stage	Department:	Form Rows	Last Update	Last User	Submit	Actions
8460	AAM - Asian Art Museum	7101	AAM	0	10/11/2021	brandon.hausau	Submit	Header
8461	ADM - General Services Agency - City Admin	7101	ADM	0	10/11/2021	brandon.hausau	Submit	Header
8462	ADP - Adult Probation	7101	ADP	NC	10/11/2021	brandon.hausau	Submit	Header
8463	AIR - Airport Commission	7101	AIR	0	10/11/2021	brandon.hausau	Submit	Header
8464	ART - Arts Commission	7101	ART	0	10/11/2021	brandon.hausau	Submit	Header
8465	ASR - Assessor / Recorder	7101	ASR	NC	10/11/2021	brandon.hausau	Submit	Header
8466	BOA - Board Of Appeals	7101	BOA	NC	10/11/2021	brandon.hausau	Submit	Header
8467	BOS - Board Of Supervisors	7101	BOS	0	10/11/2021	brandon.hausau	Submit	Header
8468	CAT - City Attorney	7101	CAT	NC	10/11/2021	brandon.hausau	Submit	Header
8469	CFC - Children And Families Commission	7101	CFC	0	10/11/2021	brandon.hausau	Submit	Header
8470	CHF - Children; Youth & Their Families	7101	CHF	NC	10/11/2021	brandon.hausau	Submit	Header
8471	CII - Community Investment & Infrastructure	7101	CII	NC	10/11/2021	brandon.hausau	Submit	Header

Records per page: 50

To access the entry forms, click the **Header** button shown above. Please note that departments must enter equipment requests for BY in the BY tab and equipment requests for BY+1 in the BY+1 tab shown below.

### Budget Form Header

Instance ID	Form Definition	Definition Name	Name	Department
8483	7100	Equipment - GFS (7100)	DPW - General Services Agency - Pt	DPW

**Stage Code:\***

**Controller Base Changes**

**Reminders:**  
 User must provide quantity, unit price, and total cost. The system will not calculate the total cost. This is also required if making entry via excel import.

In the BY tab, enter the **Quantity\***, **Unit Price\***, and **Total\*** for budget year BY as shown below. For new equipment requests, enter also the chartfields, equipment number, and equipment title. Please enter a specific and descriptive equipment title. To enter a specific and descriptive equipment title, click the magnifying glass under **See Equipment** in the **Budget Form Lines**. BFM creates several equipment numbers for departments to use.

### Lookup

Quick Search:

Select	Code	Name
<input type="button" value="Select"/>	DPW23001	M560 Leica Multistations
<input type="button" value="Select"/>	DPW23004	Vibratory Screen - Trench Spoil Separator
<input type="button" value="Select"/>	DPW23005	2 Axle 26k Med duty cribbing truck,Utility Bed, + 5k crane
<input type="button" value="Select"/>	DPW23006	Truck with Steamer
<input type="button" value="Select"/>	DPW23007	Utility box pickup truck
<input type="button" value="Select"/>	DPW23012	Not Used
<input type="button" value="Select"/>	DPW23013	Not Used
<input type="button" value="Select"/>	DPW23014	Not Used
<input type="button" value="Select"/>	DPW23015	Not Used
<input type="button" value="Select"/>	DPW23016	Not Used
<input type="button" value="Select"/>	DPW23017	Not Used
<input type="button" value="Select"/>	DPW23018	Not Used

**PLEASE NOTE:** You **must enter the Total\* amount** also because **BFM will not calculate this amount automatically** from the **Quantity\*** and **Unit Price\*** entered. A **Total\*** amount of \$0 will result in the budgeting of \$0 for your department's equipment request.

### Budget Form Lines

ID	Form	Department	Form Name
8483	7100	DPW - General Services Agency - Pt	Equipment - GFS (7100)

Quick Search:

Actions:

Row	Audit Trail	Dept	Fund	Project-Activty	Authority	Account	Agency Use	See Equipment	Equipment Number	Equipment Number Title	Rollover Quantity	Rollover Unit Price	Rollover Total	2022-23 Quantity*	2022-23 Unit Price*	2022-23 Total*	Line Text*
1		207954	10040	10034424-0198	20682	560000	0		DPW23001	M560 Leica Multistations	0	147,572	0	0	147,572	0	
2		207956	10000	10034424-0001	20680	560000	0		DPW23006	Truck with Steamer	0	241,500	0	0	241,500	0	
3		207956	10000	10034424-0001	20680	560000	0		DPW23007	Utility box pickup truck	0	322,812	0	0	322,812	0	
4		207956	10000	10034424-0208	20680	560000	0		DPW23006	Truck with Steamer	1	120,750	120,750	1	120,750	120,750	
5		207956	10000	10034424-0209	20680	560000	0		DPW23007	Utility box pickup truck	2	80,703	161,406	2	80,703	161,406	
6		207957	10040	10034424-0198	20682	560000	0		DPW23001	M560 Leica Multistations	2	73,786	147,572	2	73,786	147,572	

Records per page: 50

Also, in the same manner stated above, for the BY+1 tab, enter the **Quantity\***, **Unit Price\***, and **Total\***

for budget year BY+1 as shown below, if applicable. Since most equipment requests are one-time, departments' BY+1 tab will likely be empty initially. Please **Add New** line and enter chartfields, equipment number, and a descriptive equipment title in addition to the **Quantity\***, **Unit Price\***, and **Total\*** for budget year BY+1. BFM creates several equipment numbers for departments to use.

Lookup

Quick Search:

Select	Code	Name
<input type="button" value="Select"/>	REC24001	Not Used
<input type="button" value="Select"/>	REC24002	Not Used
<input type="button" value="Select"/>	REC24003	Not Used
<input type="button" value="Select"/>	REC24004	Not Used
<input type="button" value="Select"/>	REC24005	Not Used
<input type="button" value="Select"/>	REC24006	Not Used
<input type="button" value="Select"/>	REC24007	Not Used
<input type="button" value="Select"/>	REC24008	Not Used
<input type="button" value="Select"/>	REC24009	Not Used
<input type="button" value="Select"/>	REC24010	Not Used
<input type="button" value="Select"/>	REC24011	Not Used
<input type="button" value="Select"/>	REC24012	Not Used

**PLEASE NOTE: You must enter the Total\* amount also because BFM will not calculate this amount automatically from the Quantity\* and Unit Price\* entered. A Total\* amount of \$0 will result in the budgeting of \$0 for your department's equipment request.**

Budget Form Entry - Add New Line

Page Actions:

Actions	Form ID	Form Definition
	8504	7100

REC Cultural Arts Ge      GF Annual Account t      Operating      RP Administration      Not Assigned

Not Used

Line Text:\*

2023-24 Quantity\*:       Audit Text:

2023-24 Unit Price\*:       Audit Text:

2023-24 Total\*:       Audit Text:

**Example of Equipment Number Title 'Not Used' below.**

Budget Form Entry - Lines

Close Export Import Refresh

Budget Form Revenue Lines Updated was successfully updated.

ID	Budget Form	Department	Form Name
8504	7100	REC - Recreation And Park Commission	Equipment - GFS (7100)

Quick Search:  
Enter search criteria here...

Actions:  
Add New Copy

Row	Audit Trail	Dept	Fund	Project-Activity	Authority	Account	Agency Use	See Equipment	Equipment Number	Equipment Number Title	2023-24 Quantity*	2023-24 Unit Price*	2023-24 Total*	Line Text*
1		150646	10000	10001738-0001	10000	560000	0		REC24001	Not Used	1	10,000	10,000	Server

Records per page: 50

Click the magnifying glass under **See Equipment** in **Budget Form Entry – Lines** to update the **Equipment Number Title** to a clear and specific description.

### Edit Equipment Number

Close

Item: REC24001    Name:\* Server    Save    Cancel

Equipment Info    Fleet 4B.2    Fleet 4B.1

Point of Contact:

Description:

Justification of Need:

Priority (High/Medium/Low):

New/Replace:

Instructions for Fleet request: Complete in order: Fleet 4B.1 and Fleet 4B.3668

Active:     BY0 Flag:     BY1 Flag:     Vehicle:

Budget Form Entry - Lines

Close Export Import Refresh

Budget Form Revenue Lines Updated was successfully updated.

ID	Budget Form	Department	Form Name
8504	7100	REC - Recreation And Park Commission	Equipment - GFS (7100)

Quick Search:  
Enter search criteria here...

Actions:  
Add New Copy

Row	Audit Trail	Dept	Fund	Project-Activity	Authority	Account	Agency Use	See Equipment	Equipment Number	Equipment Number Title	2023-24 Quantity*	2023-24 Unit Price*	2023-24 Total*	Line Text*
1		150646	10000	10001738-0001	10000	560000	0		REC24001	Server	1	10,000	10,000	Server

Records per page: 50

For a more detail instruction on Equipment – GFS (7100), please refer to the user guide, SF End User Training – 7100 Equipment - GFS.

**For general fund equipment requests**, departments ***must*** answer the questions in the **Equipment Info** tab **and**, for vehicle requests, the **Fleet 4B.2** and **Fleet 4B.1** tabs. These are accessible by clicking on the magnifying glass under **See Equipment** in **Budget Form Entry – Lines**.

**Edit Equipment Number**

**Item:**  **Name:\***

**Equipment Info** | **Fleet 4B.2** | **Fleet 4B.1**

**Point of Contact:**

**Description:**

**Justification of Need:**

**Priority (High/Medium /Low):**

**New/Replace:**

**Instructions for Fleet request:**

**Active:**

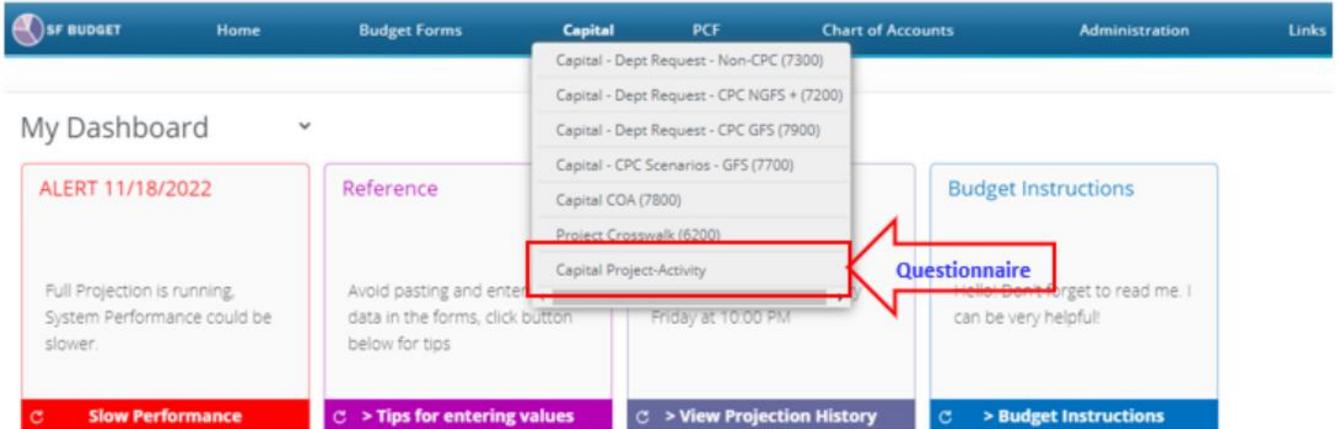
**BY0 Flag:**

**BY1 Flag:**

**Vehicle**

# Appendix F: Accessing the Correct Form for Capital Requests

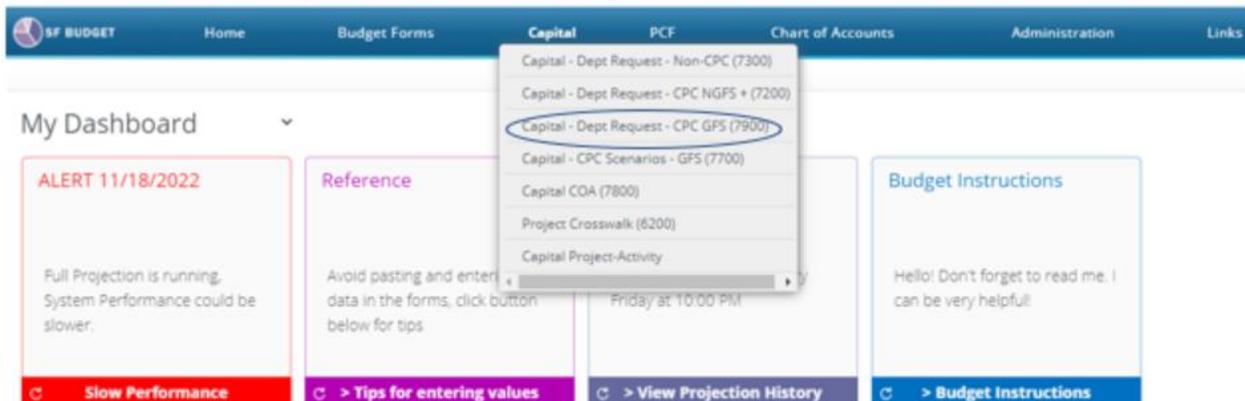
The **Capital** module in BFM is used to enter capital requests.



- **CPC general fund supported (GFS) capital requests are entered in Capital – Dept Request – CPC GFS (7900):** Departments will answer the CPC questionnaire in this form. These requests are **not** included in departments’ budget submission. This form will include projects that were approved in last year’s budget process. For new project requests, departments can use placeholder project-activity codes that are autogenerated in BFM. These placeholder project-activity codes **do not originate** in PeopleSoft Financials. These placeholder project-activity codes will be used by new capital project requests during the CPC approval process. Upon approval, during Mayor budget phase, departments will be requested to replace these placeholder project-activity codes with actual project-activity codes created in PeopleSoft by the Chartfield Administrator via department submission of a chartfield request form submitted to the BAD analyst assigned to BFM capital requests. Once actual project-activity codes have been created in PeopleSoft, they should be subset into BFM via department submission of a subset request form submitted to the BAD analyst assigned to BFM capital requests.

**Departments must ensure that projects going through the CPC process should be tagged with project type “CAPCP” – except for facilities maintenance which would be “MAINC”.** Approved CPC GFS capital requests will be posted to department budgets in Mayor Phase.

**Capital – Dept Request – CPC GFS (7900)** form is accessed in BFM through the Capital menu bar located in the top ribbon of the home page.



This form is arranged by three-character department group code.

SF BUDGET Home Budget Forms Capital PCF Chart of Accounts Administration Links

### Capital - Dept Request CPC GFS (NEW)

Quick Search:  [Show Advanced Filters](#)

Recent Actions:

Form ID	Description	Stage	Department	Dept Subm	Form Rows	Last Update	Last User	Submit	Actions
15347	REC - Recreation And Park Commission	7901	REC	True	27	9/22/2022	brandon.hausa	<a href="#">Submit</a>	<a href="#">Detail</a>

Records per page: 50 | Records: 1 - Page: 106 | 1 | 100

To access the **Budget Form Lines** for entering CPC GFS capital requests, click the **Detail** button shown above.

The **Adopted** budget approved for BY+1 in last year's budget (FY 2022-23 and FY 2023-24) process is included.

**Please note that this year's 2023-24 Dept Request is an amount that would be updated by a department to reflect the total budget amount requested by that department! In other words, for BY, the Dept Request amount is a total budget request amount for the capital project! The Adopted 2023-24 (Orig) amount is only included for reference!** Because the BY Dept Request amount is a total budget amount, the BY Adopted amount (Orig) will be prepopulated into this year's BY Dept Request column when you first open form 7900!

### Budget Form Lines

[Close](#) [Export](#) [Import](#) [Refresh](#)

ID	Form	Department	Form Name
15347	7900	REC - Recreation And Park Commis	Capital - Dept Request CPC GFS (NEW)

Quick Search:

Actions: [Add New](#)

Row	Audit Trail	Project-Activity	Activity Title	Project Title	2023-24 Adopted	2023-24 Dept Request*	2024-25 Dept Request*	2023-24 Line Text*	2024-25 Line Text*
1		10013099-0002	ADA Compliance-Budget	ADA Compliance Budget	800,000	800,000	0		
2		10013173-0001	Concession Maintenance	Concession Maintenance	400,000	400,000	0		
3		10013274-0001	Erosion Control & Retaining Wa	Erosion Control & Retaining Walls	600,000	600,000	0		
4		10013280-0001	Forestry	Forestry	550,000	550,000	0		
5		10013283-0001	Field Rehabilitation-Budget	Field Rehabilitation	525,000	525,000	0		
6		10013292-0001	Gateways/Borders/Bollars/Fenci	Gateways, Borders, and Bollards	550,000	550,000	0		
7		10013296-0001	General Facility Renewal Budge	RPD - Facilities Renewal - General	750,000	750,000	0		
8		10013359-0001	Irrigation Systems	Irrigation System Modernization	500,000	500,000	0		
9		10013373-0001	Camp Mather Facility Renewal B	RPD - Facilities Renewal - Camp Mather	700,000	700,000	0		
10		10013588-0001	Paving	Paving	600,000	600,000	0		
11		10013593-0001	Playing Fields Replacement	Playing Fields Turf Replacement	3,650,000	3,650,000	0		
12		10013617-0001	Pump Replacement Project-Budge	Pump and Boiler Replacement	500,000	500,000	0		

Records per page: 50 | Records: 1 - 27 of 27 - Pages: 106 | 1 | 100

**Please also note that you must enter total budget amounts (not change amounts) for BY+1!**

For example, the following capital entry boxed in red below requests \$1,200,000 in BY and \$2,500,000 in BY+1, and these amounts will be included in the department's GFS CPC capital request submission as the total budget \$1,200,000 in BY and \$2,500,000 in BY+1 for the capital project.

Budget Form Lines

Close Export Import Refresh

ID	Form	Department:	Form Name
15347	7000	REC - Recreation And Park Commis	Capital - Dept Request CPC GFS (NEW)

Quick Search: Enter search criteria here...

Actions: Add New

Row	Audit Trail	Project-Activity	Activity Title	Project Title	2023-24 Adopted	2023-24 Dept Request*	2024-25 Dept Request*	2023-24 Line Text*	2024-25 Line Text*
1		10013099-0002	ADA Compliance-Budget	ADA Compliance Budget	800,000	1200000	2500000		
2		10013173-0001	Concession Maintenance	Concession Maintenance	400,000	400,000	0		
3		10013274-0001	Erosion Control & Retaining Wa	Erosion Control & Retaining Walls	600,000	600,000	0		
4		10013280-0001	Forestry	Forestry	550,000	550,000	0		
5		10013283-0001	Field Rehabilitation-Budget	Field Rehabilitation	525,000	525,000	0		
6		10013282-0001	Gateways/Borders/Bollars/Fenci	Gateways, Borders, and Bollards	550,000	550,000	0		
7		10013296-0001	General Facility Renewal Budge	RPO - Facilities Renewal - General	750,000	750,000	0		
8		10013359-0001	Irrigation Systems	Irrigation System Modernization	500,000	500,000	0		
9		10013373-0001	Camp Mather Facility Renewal B	RPO - Facilities Renewal - Camp Mather	700,000	700,000	0		
10		10013588-0001	Paving	Paving	600,000	600,000	0		
11		10013593-0001	Playing Fields Replacement	Playing Fields Turf Replacement	3,650,000	3,650,000	0		

Records per page: 50

- **CPC non-general fund supported (NGFS) capital requests must be entered in Capital – Dept Request – CPC NGFS + (7200).**

SF BUDGET Home Budget Forms Capital PCF Chart of Accounts Administration Links

My Dashboard

ALERT 11/18/2022

Full Projection is running. System Performance could be slower.

Slow Performance

Reference

Avoid pasting and enter data in the forms, click button below for tips

Tips for entering values

Budget Instructions

Hello! Don't forget to read me. I can be very helpful!

Budget Instructions

Friday at 10:00 PM

View Projection History

Capital - Dept Request - Non-CPC (7300)

Capital - Dept Request - CPC NGFS + (7200)

Capital - Dept Request - CPC GFS (7900)

Capital - CPC Scenarios - GFS (7700)

Capital COA (7800)

Project Crosswalk (6200)

Capital Project-Activity

Example budget include gas-tax funded capital projects in Public Works and IPIC projects. These requests are **not** included in departments' budget submission. These capital requests are reviewed by CPC. This form is arranged by three-character department group code.

SF BUDGET Home Budget Forms Capital PCF Chart of Accounts Administration Links

Capital - Dept Request - CPC NGFS & Other

Quick Search: rec Show Advanced Filters

Record Actions:

Form ID	Description	Stage	Department:	Dept Subm	Form Rows	Last Update	Last User	Submit	Actions
15290	REC - Recreation And Park Commission	7201	REC	True	7	9/1/2022	brandon.hausau	Submit	Header Detail

Records per page: 50

Records: 1 - Page: 106 - 65 - 1 - 39 - 396

To access the **Budget Form Lines** for entering CPC NGFS+ capital requests, click the **Detail** button shown above. In the **Budget Form Lines** enter proposed capital budget request amounts for the two budget years.

Budget Form Lines

Close Export Import Refresh

ID	Form	Department:	Form Name
15290	7200	REC - Recreation And Park Commis	Capital - Dept Request - CPC NGFS & Other

Quick Search:  
Enter search criteria here...

Actions:  
Add New Copy

Row	Audit Trail	Dept ID	Fund	Project-Activity	Authority	Account	Account Title	Agency Use	2023-24 Adopted	2023-24 Dept Request*	2024-25 Dept Request*	2023-24 Line Text*	2024-25 Line Text*
1		150723	16940	10038559-0001	22134	567000	Bldgs.Struct&Imprv Proj-Budget	0	251,678	251,678	0		
2		150727	11900	10016948-0001	15799	500010	Facilities Maintenance-Budget	0	338,000	338,000	0		
3		262676	10020	10031217-0001	17386	567000	Bldgs.Struct&Imprv Proj-Budget	0	0	0	0		
4		262676	10820	10031217-0001	20189	567000	Bldgs.Struct&Imprv Proj-Budget	0	0	0	0		
5		262676	11900	10013259-0001	14744	567000	Bldgs.Struct&Imprv Proj-Budget	0	2,317,590	2,317,590	0		
6		262676	13360	10013093-0001	14614	567000	Bldgs.Struct&Imprv Proj-Budget	0	3,979,500	3,979,500	0		
7		262676	16940	10024383-0001	17388	567000	Bldgs.Struct&Imprv Proj-Budget	0	0	0	0		

Records per page: 50 | Records: 1 - 7 of 7 - Pages: 1 | 1

The **Adopted** budget approved for BY+1 in last year's budget (FY 2022-23 and FY 2023-24) process is included.

**Please note that this year's 2023-24 Dept Request is an amount that would be updated by a department to reflect the total budget amount requested by that department! In other words, for BY, the Dept Request amount is a total budget request amount for the capital project! The Adopted 2023-24 (Orig) amount is only included for reference!** Because the BY Dept Request amount is a total budget amount, the BY Adopted amount (Orig) will be prepopulated into this year's BY Dept Request column when you first open form 7200!

**Please also note that you must enter total budget amounts (not change amounts) for BY+1!** For example, the following capital entry below requests \$1,000,000 in BY, and \$3,000,000 in BY+1, and these amounts will be included in the department's NGFS CPC capital request submission as the total budget \$1,000,000 in BY and \$3,000,000 in BY+1 for the capital project.

Budget Form Lines

Close Export Import Refresh

ID	Form	Department:	Form Name
15290	7200	REC - Recreation And Park Commis	Capital - Dept Request - CPC NGFS & Other

Quick Search:  
Enter search criteria here...

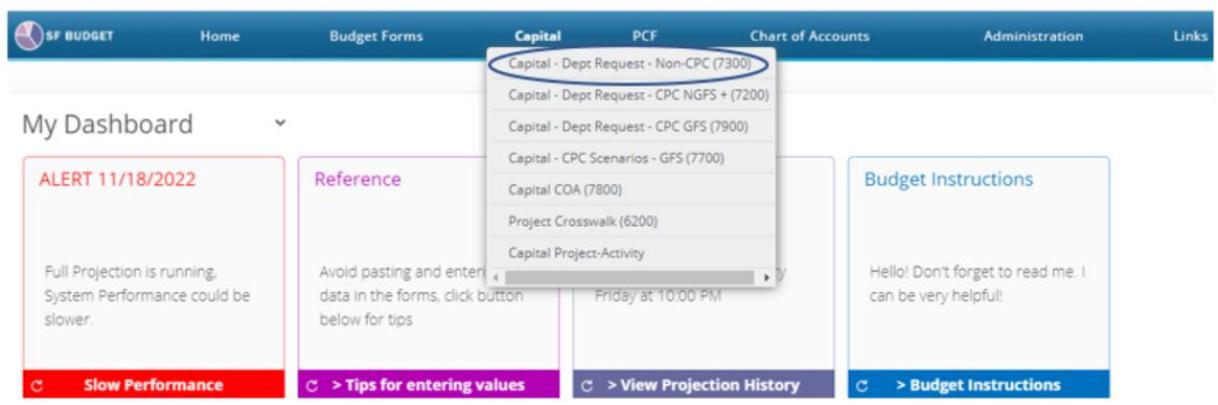
Actions:  
Add New Copy

Row	Audit Trail	Dept ID	Fund	Project-Activity	Authority	Account	Account Title	Agency Use	2023-24 Adopted	2023-24 Dept Request*	2024-25 Dept Request*	2023-24 Line Text*	2024-25 Line Text*
1		150723	16940	10038559-0001	22134	567000	Bldgs.Struct&Imprv Proj-Budget	0	251,678	1000000	3000000		

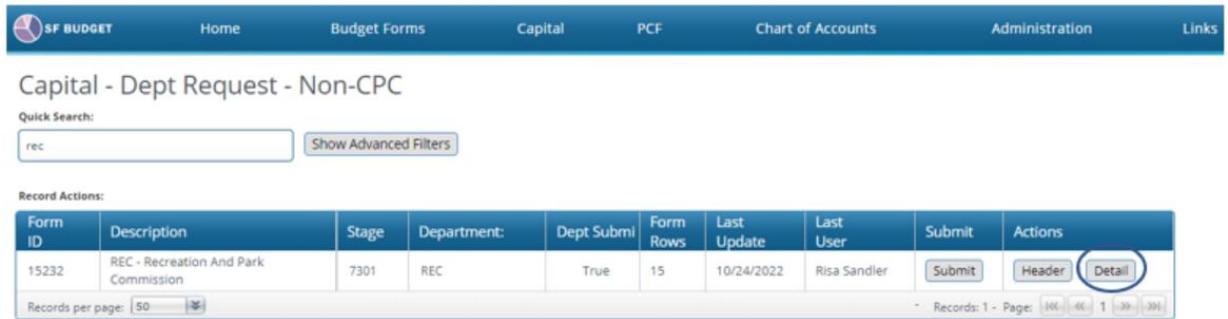
**15.10.001 CoA eTurns**

	G	I	K	O	U	Y	AI	AJ	AK	AL	AM	AR	AS
1	Dept ID	Fund	Project	Activity	Authority	Account	Change Type	FY 2022-23 Original	FY 2023-24 Original	FY 2023-24 Base	FY 2023-24 Department	FY 2024-25 Base	FY 2024-25 Department
2	150723	16940	10038559	0001	22134	567000	One-Time	251,678	251,678	251,678	1,000,000	0	3,000,000

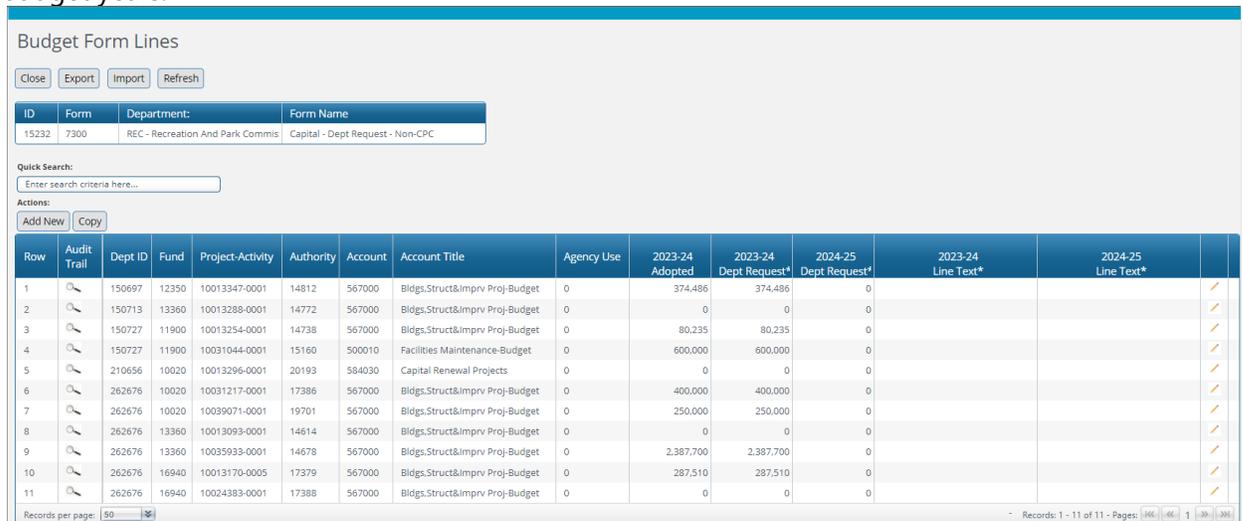
- **All other capital requests that are self-funded by departments and do not require review by CPC must be entered in Form Capital – Dept Request – Non-CPC (7300).**



Example budget include capital projects self-funded by PUC and Airport and gas-tax funded projects in Public Works. These requests are included in departments' budget submission. This form is arranged by three-character department group code.



To access the **Budget Form Lines** for entering non-CPC capital requests, click the **Detail** button shown above. In the **Budget Form Lines** enter proposed capital budget request amounts for the two budget years.



The **Adopted** budget approved for BY+1 in last year's budget (FY 2022-23 and FY 2023-24) process is included.

**Please note that this year's 2023-24 Dept Request is an amount that would be updated by a department to reflect the total budget amount requested by that department! In other words, for BY, the Dept Request amount is a total budget request amount for the capital project! The Adopted 2023-24 (Orig) amount is only included for reference!** Because the BY Dept Request amount is a total budget amount, the BY Adopted amount (Orig) will be prepopulated into this year's BY Dept Request column when you first open form 7300!

**Please also note that you must enter total budget amounts (not change amounts) for BY+1!**  
 For example, the following capital entry below requests \$1,000,000 in BY, and \$2,000,000 in BY+1, and these amounts will be included in the department’s budget submissions as the total budget \$1,000,000 in BY and \$2,000,000 in BY+1 for the capital project.

Budget Form Lines

Close Export Import Refresh

ID	Form	Department:	Form Name
15232	7300	REC - Recreation And Park Commis	Capital - Dept Request - Non-CPC

Quick Search:  
 Enter search criteria here...

Actions:  
 Add New Copy

Row	Audit Trail	Dept ID	Fund	Project-Activity	Authority	Account	Account Title	Agency Use	2023-24 Adopted	2023-24 Dept Request*	2024-25 Dept Request*	2023-24 Line Text*	2024-25 Line Text*
1		150697	12350	10013347-0001	14812	567000	Bldgs.Struct&imprv Proj-Budget	0	374,486	1,000,000	2,000,000		

**15.10.001 CoA eTurns**

	G	I	K	O	U	Y	AI	AJ	AK	AL	AM	AR	AS
1													
	Dept ID	Fund	Project	Activity	Authority	Account	Change Type	FY 2022-23 Original	FY 2023-24 Original	FY 2023-24 Base	FY 2023-24 Department	FY 2024-25 Base	FY 2024-25 Department
2	150697	12350	10013347	0001	14812	567000	One-Time	374,486	374,486	374,486	1,000,000	0	2,000,000

➤ Please also refer to the detailed user guides for the capital module:

1. For entering general fund supported (GFS) capital requests that are funded by CPC and for entering non-general fund supported (NGFS) capital requests that are reviewed by CPC: SF End User Training – Capital Projects.
2. For entering non-general fund supported (NGFS) capital requests that are *not* reviewed by CPC and that are self-funded by departments: SF End User Training – 7300 Capital – Non-CPC.

# Appendix G: Entries in the Revenue Transfer Form – TRIO (4000)

The revenue transfer form TRIO (4000) is used to budget transfers between different funds. Transfer amounts between different funds in PeopleSoft are linked using the six-digit, transfer in-out (TRIO) code. Thus, the TRIO code tracks a transfer between two different funds. In BFM, the TRIO (4000) form is arranged by department group code. Each department has a TRIO (4000) form. For departments that do not budget transfers out, the TRIO form is empty.

SF BUDGET
Home    Budget Formulation    Capital    PCF    Chart of Accounts    Administration    Links

## TRIO - Transfers

**Quick Search:**  
 [Show Advanced Filters](#)

**Record Actions:**

Form ID	Description	Stage	Department:	Form Rows	Last Update	Last User	Submit	Actions
8889	AAM - Asian Art Museum	4001	AAM	0	10/17/2021	Theary Sandgrer	<a href="#">Submit</a>	<a href="#">Detail</a>
8890	ADM - General Services Agency - City Admin	4001	ADM	1	12/1/2021	david.farrell@sh	<a href="#">Submit</a>	<a href="#">Detail</a>
8891	ADP - Adult Probation	4001	ADP	NC	10/17/2021	Theary Sandgrer	<a href="#">Submit</a>	<a href="#">Detail</a>
8892	AIR - Airport Commission	4001	AIR	8	12/10/2021	Michael Mitton	<a href="#">Submit</a>	<a href="#">Detail</a>
8893	ART - Arts Commission	4001	ART	NC	10/17/2021	Theary Sandgrer	<a href="#">Submit</a>	<a href="#">Detail</a>
8894	ASR - Assessor / Recorder	4001	ASR	NC	10/17/2021	Theary Sandgrer	<a href="#">Submit</a>	<a href="#">Detail</a>
8895	BOA - Board Of Appeals	4001	BOA	NC	10/17/2021	Theary Sandgrer	<a href="#">Submit</a>	<a href="#">Detail</a>
8896	BOS - Board Of Supervisors	4001	BOS	NC	10/17/2021	Theary Sandgrer	<a href="#">Submit</a>	<a href="#">Detail</a>
8897	CAT - City Attorney	4001	CAT	NC	10/17/2021	Theary Sandgrer	<a href="#">Submit</a>	<a href="#">Detail</a>
8898	CFC - Children And Families Commission	4001	CFC	0	10/17/2021	Theary Sandgrer	<a href="#">Submit</a>	<a href="#">Detail</a>
8899	CHF - Children; Youth & Their Families	4001	CHF	1	12/3/2021	Michael Mitton	<a href="#">Submit</a>	<a href="#">Detail</a>
8900	CII - Community Investment & Infrastructure	4001	CII	NC	10/17/2021	Theary Sandgrer	<a href="#">Submit</a>	<a href="#">Detail</a>

Records per page:     Records: 57 - Page: 1

Importantly, the revenue transfer form only requires entry to the out-fund, and BFM will auto-generate the entry for the in-fund. When the transfer-out amount is manually entered as a budgeted use in the out-fund and out-department, BFM automatically generates the transfer-in amount as a budgeted source in the in-fund. Importantly, the transfer-in amounts automatically generated by BFM will appear in the eTurns and audit trails in real-time immediately after the budgeted use in the out-fund has been entered. The following procedures are used for making revenue transfer entries in BFM:

1. Access the form for the Department that must budget a transfer out amount. Forms in the revenue transfer application are listed by three-character department group code. You may use the **Quick Search** feature to search for a Department Group Code. Press the Detail button to access the TRIO form for the department.

## TRIO - Transfers

Quick Search:

REC

Record Actions:

Form ID	Description	Stage	Department:	Form Rows	Last Update	Last User	Submit	Actions
8894	ASR - Assessor / Recorder	4001	ASR	NC	10/17/2021	Theary Sandgrer	<input type="button" value="Submit"/>	<input type="button" value="Detail"/>
8933	REC - Recreation And Park Commission	4001	REC	NC	10/17/2021	Theary Sandgrer	<input type="button" value="Submit"/>	<input type="button" value="Detail"/>

Records per page: 50 - Records: 2 - Page: 1

- The TRIO form for a department lists all of the TRIO codes that contain the department’s budgeted transfers out. The **Trio Description** field lists the department group code, department ID, fund, project-activity, authority, and account for both the transfer-out uses and the transfer-in sources. The **Out Fund** and **In Fund** are listed in their respective fields. Any missing TRIO codes must be subset into BFM. For a TRIO code to be subset into BFM, the department group code, department ID, fund, project-activity, authority, and account for both the transfer-out uses and the transfer-in sources must also be subset into BFM.

Budget Form Lines

ID	Form	Department:	Form Name
8933	4000	REC - Recreation And Park Commis	TRIO - Transfers

Quick Search: Enter search criteria here...

Actions:

Row	Audit Trail	Trio	Trio Description	Out Fund	In Fund	2022-23 Rollover Base	2022-23 On-Going	2022-23 One-Time	2022-23 Total	2023-24 Rollover Base	2023-24 On-Going	2023-24 One-Time*	2023-24 Total	Line Text*
1		102012	OUT-REC-262676-10020-10024394-0001-17399-595010    IN-REC-150678-10000-10001737-0001-10000-495001	GF Continuin	GF Annual Ac	71,441	0	0	71,441	71,441	0	0	71,441	
2		102069	OUT-REC-150725-10000-10001737-0001-10000-595010    IN-REC-262676-10020-10024388-0001-17388-495001	GF Annual Ac	GF Continuin	330,069	0	0	330,069	330,069	0	0	330,069	
3		102137	OUT-REC-150727-11902-10001737-0001-10000-595050    IN-REC-150727-11900-10013710-0005-15164-495005	SR R&P-Marir	SR R&P-Marir	630,822	0	0	630,822	630,822	0	0	630,822	
4		102160	OUT-REC-150697-12360-10001739-0001-10000-591170    IN-REC-150705-13370-10001737-0001-10000-493012	SR Golf Fund	SR Open Spa	1,180,000	0	0	1,180,000	1,180,000	0	0	1,180,000	
5		102161	OUT-REC-150697-12360-10001739-0001-10000-595090    IN-REC-150697-12350-10013347-0001-14812-495009	SR Golf Fund	SR Golf Fund	374,486	0	0	374,486	374,486	0	0	374,486	
6		102281	OUT-REC-262676-13370-10001739-0001-10000-595120    IN-REC-150705-13360-10013710-0005-15164-495012	SR Open Spa	SR Open Spa	7,584,250	0	0	7,584,250	7,584,250	0	0	7,584,250	
7		102875	OUT-REC-150705-13370-10001737-0001-10000-591060    IN-REC-232197-10000-10001737-0001-10000-493017	SR Open Spa	GF Annual Ac	5,333,108	0	0	5,333,108	5,333,108	0	0	5,333,108	
8		102964	OUT-REC-232197-13370-10001739-0001-10000-595120    IN-REC-232197-13350-10001738-0001-10000-495012	SR Open Spa	Open Space	1,589,045	0	0	1,589,045	1,589,045	0	0	1,589,045	
9		103033	OUT-REC-232197-10020-10013710-0051-15164-591100    IN-REC-150727-11902-10013710-0005-10000-493001	GF Continuin	SR R&P-Marir	1,106,378	0	0	1,106,378	1,106,378	0	0	1,106,378	
10		103265	OUT-REC-150705-10000-10001737-0001-10000-591140    IN-REC-150697-12360-10001737-0001-10000-493001	GF Annual Ac	SR Golf Fund	3,721,585	0	0	3,721,585	3,721,585	0	0	3,721,585	

Records per page: 50 - Records: 1 - 10 of 10 - Pages: 1

- Enter the required **On-going** and **One-time** change amounts for BY and BY+1 in the TRIO form for each TRIO code used in a transfer.

Row	Audit Trail	Trio	Trio Description	Out Fund	In Fund	2022-23 Rollover Base	2022-23 On-Going*	2022-23 One-Time*	2022-23 Total	2023-24 Rollover Base	2023-24 On-Going*	2023-24 One-Time*	2023-24 Total	Line Text*
1		102012	OUT-REC-262676-10020-10024394-0001-17399-595010    IN-REC-150678-10000-10001737-0001-10000-495001	GF Continuing A	GF Annual Acco	71,441	100	100	71,641	71,441	100	100	71,741	test entry

- Run the eTurns and audit trails to check the correctness of the revenue transfer entry.

TRADING - 15.10.00...

Account Lvl 2	Account Lvl 5 Title	Account	Account Title	TRIO	TRIO Title	FSP In/Out	Agency Use	Agency Use Title	Charls Title	AAO Title	AAO Fund Lvl Title	Change Type	FY 2021-22 Original	FY 2022-23 Original	FY 2022-23 Base	FY 2022-23 Department
enue	4950_IT	495001	ITF-IG-General Fund	102012	10020 10024394_10000 NORPOJ	REC_REC			Other Transfers In	Revenue Transfers In	Operating	One-Time	0	0	0	100
enue	4950_IT	495001	ITF-IG-General Fund	102012	10020 10024394_10000 NORPOJ	REC_REC			Other Transfers In	Revenue Transfers In	Operating	On-Going	71,441	71,441	71,441	71,541
endure	5950_ITO	595010	ITO To IG-General Fund	102012	10020 10024394_10000 NORPOJ	REC_REC			Other Transfers Out	Revenue Transfers Out	Continuing Projects - Authority Control	One-Time	0	0	0	100
endure	5950_ITO	595010	ITO To IG-General Fund	102012	10020 10024394_10000 NORPOJ	REC_REC			Other Transfers Out	Revenue Transfers Out	Continuing Projects - Authority Control	On-Going	71,441	71,441	71,441	71,541

- For a more detailed discussion of the TRIO form, please refer to the user guide, SF End User Training – 4000 Transfers Form.

# Appendix H: Sample Budget Certification Letter

{Date}

Anna Duning, Mayor's Budget Director  
City and County of San Francisco City Hall, Room 288

Angela Calvillo, Clerk of the Board, Board of Supervisors  
City and County of San Francisco City Hall, Room 244

Ben Rosenfield, Controller  
City and County of San Francisco City Hall, Room 316

RE: Adopted Budget for FY 2023-24 & FY 2024-25

Dear Colleagues:

I hereby certify, in conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, that the funding provided in the budget for FY 2023-24 and FY 2024-25 as adopted by the Board of Supervisors is adequate for my department to meet service levels as proposed to the Board.

I anticipate that I shall make no requests for supplemental appropriations barring unforeseen circumstances.

Sincerely,

{Department Head}  
{Title}

cc: Anna Duning, Mayor's Budget Director  
cc: Michelle Allersma, Controller's Office, Budget and Analysis Division Director

# Appendix I: Mayor's, Controller's Budget & Analysis, and Controller's Accounting Operations Contacts

Dept. #	Code	Department Name	Mayor's Office	Controller's Budget & Analysis	Controller's Accounting Operations
62	AAM	Asian Art Museum	Jack English	Kenyetta Hinton	Lilly Ting
70	ADM	General Services Agency - Administrative Services	Fisher Zhu	Nick Leo	Maricar Gratuito
13	ADP	Adult Probation	Damon Daniels	Kenyetta Hinton	Lily Li
27	AIR	Airport	Damon Daniels	Nick Leo	Melson Mangrobang
28	ART	Arts Commission	Fisher Zhu	Nick Leo	Lilly Ting
2	ASR	Assessor/Recorder	Xang Hang	Kenyetta Hinton	Maricar Gratuito
1	BOS	Board of Supervisors	Sally Ma	Michael Mitton	Lilly Ting
3	CAT	City Attorney	Matthew Puckett	Nick Leo	Maricar Gratuito
64	CFC	Children & Families Commission	Sally Ma	Yuri Hardin	Lilly Ting
23	CHF	Children, Youth & Their Families	Xang Hang	Yuri Hardin	Lily Li
9	CON	Controller	Xang Hang	Sylvia Ho	Melson Mangrobang
29	CPC	City Planning	Radhika Mehlotra	Sylvia Ho	Maricar Gratuito
10	CRT	Superior Court	Matthew Puckett	Yuri Hardin	Lily Li
30	CSC	Civil Service Commission	Fisher Zhu	Michael Mitton	Lilly Ting
17	CSS	Child Support Services	Xang Hang	Risa Sandler	Lilly Ting
4	DAT	District Attorney	Matthew Puckett	Sylvia Ho	Lily Li
19	DBI	Department of Building Inspection	Radhika Mehlotra	Yuri Hardin	Maricar Gratuito
88	DPA	Department of Police Accountability	Damon Daniels	Kenyetta Hinton	Lily Li
81	DPH	Department of Public Health	Sally Ma	Nick Leo	Josephine Liu
90	DPW	General Services Agency - Public Works	Jack English	Yuri Hardin	Melson Mangrobang
45	HSA	Human Services Agency	Sally Ma	Nick Leo	Sally Chan
77	DEM	Emergency Communications	Damon Daniels	Kenyetta Hinton	Lily Li
21	ECN	Economic & Workforce Development	Jack English	Kenyetta Hinton	Maricar Gratuito
22	ENV	Environment	Xang Hang	Michael Mitton	Maricar Gratuito
18	ETH	Ethics Commission	Jack English	Michael Mitton	Maricar Gratuito
61	FAM	Fine Arts Museum	Jack English	Michael Mitton	Lilly Ting
31	FIR	Fire Department	Matthew Puckett	Sylvia Ho	Lily Li
97/ 99	GEN – UNA	General City Responsibility/ General Fund Unallocated	Sally Ma	Michelle Allersma/ Risa Sandler	Maricar Gratuito/ Melson Mangrobang
4	HRC	Human Rights Commission	Radhika Mehlotra	Sylvia Ho	Lilly Ting
33	HRD	Human Resources	Fisher Zhu	Michael Mitton	Maricar Gratuito
84	HOM	Dept. of Homelessness and Supportive Housing	Radhika Mehlotra	Kenyetta Hinton	Sally Chan
55	HSS	Health Service System	Fisher Zhu	Kenyetta Hinton	Josephine Liu
12	JUV	Juvenile Probation	Sally Ma	Sylvia Ho	Lily Li

41	LIB	Public Library	Matthew Puckett	Yuri Hardin	Melson Mangrobang
63	LLB	Law Library	Matthew Puckett	Sylvia Ho	Lilly Ting
35	MTA	Municipal Transportation Agency (MTA)	Matthew Puckett	Kenyetta Hinton	Melson Mangrobang
25	MYR	Mayor	Anna Duning	Nick Leo	Maricar Gratuito
37	BOA	Board of Appeals	Xang Hang	Nick Leo	Maricar Gratuito
5	PDR	Public Defender	Damon Daniels	Sylvia Ho	Lily Li
38	POL	Police Department	Matthew Puckett	Kenyetta Hinton	Lily Li
39	PRT	Port	Jack English	Risa Sandler	Maricar Gratuito
40	PUC	Public Utilities Commission	Jack English	Kenyetta Hinton	Lilly Ting
42	REC	Recreation & Park	Matthew Puckett	Yuri Hardin	Melson Mangrobang
80	REG	Elections	Jack English	Sylvia Ho	Maricar Gratuito
44	RET	Retirement System	Fisher Zhu	Michael Mitton	Lilly Ting
65	RNT	Rent Arbitration Board	Xang Hang	Sylvia Ho	Maricar Gratuito
60	SCI	Academy of Sciences	Jack English	Sylvia Ho	Lilly Ting
6	SHF	Sheriff's Department	Damon Daniels	Risa Sandler	Lily Li
	SDA	Sheriff's Department Office of Inspector General	Damon Daniels	Risa Sandler	Lily Li
75	TIS	General Services Agency - Technology	Damon Daniels	Sylvia Ho	Maricar Gratuito
8	TTX	Treasurer / Tax Collector	Xang Hang	Michael Mitton	Lily Li
46	WAR	War Memorial	Fisher Zhu	Sylvia Ho	Lilly Ting
48	WOM	Department on the Status of Women	Anna Duning	Sylvia Ho	Maricar Gratuito
	OCl	Office of Community Investment and Infrastructure	Radhika Mehlotra	Risa Sandler	Josephine Liu

\* Most staff work hybrid schedules and may not always be in the office. Please reach out to your analysts via email. Desk numbers are provided below but are not recommended as the primary contact method.

Mayor's Budget Office	
Damon Daniels	(415) 554-6656
Anna Duning	(415) 554-6216
Jack English	(415) 554-6659
Xang Hang	(415) 554-6617
Sally Ma	(415) 554-5965
Radhika Mehlotra	(415) 554-6125
Matthew Puckett	(415) 554-6511
Anya Shutovska	Starting January 2023
Fisher Zhu	(415) 554-6639

Controller's Accounting Operations	
Sally Chan	(415) 554-7418
Maricar Gratuito	(415) 554-6627
Lily Li	(415) 554-7516
Josephine Liu	(415) 554-7619
Melson Mangrobang	(415) 554-5158
Lilly Ting	(415) 554-7567
Jane Yuan (Supervisor)	(415) 554-7546

Controller's Budget Office	
Michelle Allersma	(415) 554-4792
Yuri Hardin	(415) 554-5253
Kenyetta Hinton	(415) 554-7535
Sylvia Ho	(415) 554-5247
Nick Leo	(415) 554-7575
Carol Lu	(415) 554-7647
Michael Mitton	(415) 554-6626
Risa Sandler	(415) 554-5254

**Interim Budget:** The Mayor’s June Proposed FY 2023-24 budget will serve as the Interim Budget. Per the unchanged interim budget requirements in the Charter, there will be no new capital or equipment spending during the interim period, and no new positions will start unless submitted to the Board of Supervisors via an interim exception.